



NATIONAL OFFICER COORDINATOR (PART-TIME)

Application deadline is April 12, 2021 at 11:59pm

SUMMARY: The National Officer Coordinator will serve as the primary support to the National Officer team and guide them through coaching, leadership training and engagement opportunities. The position provides leadership development, mentoring and training for BPA's National Officer program. The position oversees all aspects of national officer activities including, but not limited to, National Officer Orientation and Summer Officer Training, Winter Officer Meeting, NLC preparation and participation, officer elections, and any other activities involving national officers.

RESPONSIBILITIES & DUTIES:

- Develop training modules using a variety of leadership development strategies, techniques and best practices, as well as the most current audio, visual and technology products
- Coordinate all National Officer activities leading up to and including the National Leadership Conference
- Coordinate with other youth leadership development programs and agencies at the national level and serves as a liaison between the National Officer program and outside partner agencies
- Provide technical assistance regarding program models to state and local chapters
- Monitor, review and evaluate the portfolio of educational programs and develop new strategies
- Identify meeting sites and coordinate programming events in cooperation with the Director of Strategic Partnerships and Events
- Supplement professional development programming by seeking funding through vendor and corporate sponsorships
- Consistently evaluate training and development materials to ensure they remain relevant, innovative, and effective
- Develop and oversee the National Officer program budget in consultation with the Executive Director
- Facilitate onsite and virtual training sessions and support BPA learning opportunities to include, but not limited to, the Webinar Wednesday series, Advisor Certification Series, and Student Certification Series
- All other duties and responsibilities as assigned

QUALIFICATIONS

The ideal candidate will possess at least five years of experience working in leadership development, education and training, student leadership, and/or youth leadership. Additionally, they will have experience and a demonstrated commitment to working with students from diverse backgrounds and cultures, as well as the ability to teach and model professional and culturally-responsive skills and practices at all times. They will hold a deep-seated dedication to youth leadership development and extensive experience training and mentoring youth leaders.

This candidate will have excellent communication, public speaking, interpersonal, organizational, and time management skills with a strong attention to detail as well as an ability to prioritize effectively and handle multiple projects and deadlines simultaneously. They will have good judgement and the ability to work independently and reliably. It is most important that they are energetic, creative, innovative, flexible, motivated and professional. They must model safe and ethical work habits in all professional settings.

A proficiency in MS Office products is expected as well as the ability to work evenings/weekends throughout the year. Some travel is required and a valid driver's license and acceptable driving record is mandatory as is the ability to pass a criminal history disclosure and background check.

A minimum of a Bachelor's degree is required. A Master's degree and previous and/or current experience with BPA is preferred. The ability to lift up to 50 lbs. occasionally will be expected.

COMPENSATION: This is a part-time, potentially remote-based position. This position currently reports to the Executive Director/CEO, with a salary commensurate to experience and qualifications.

APPLICATION DEADLINE: April 12, 2021

Interested candidates must submit a cover letter describing their interest in, and qualifications for, this position and a resume. Please send all documentation electronically to lross@bpa.org. Review of applications will begin immediately.

BPA is committed to building a culturally diverse workplace and strongly encourages applications from candidates of all backgrounds and ethnicities.