National Association of Agricultural Educators  
300 Garrigus Building, Lexington, Kentucky  40546-0215  
(859) 257-2224 or (800) 509-0204; Fax: (859) 323-3919  
E-mail: JJackman.NAAE@uky.edu  
Website: http://www.naae.org

Position Announcement  
NAAE Membership Coordinator/Program Assistant

NAAE is a professional association for school-based agricultural educators. NAAE is ... “Professionals providing agricultural education for the global community through visionary leadership, advocacy and service.” There are over 8,000 NAAE members nationwide who are agriculture teachers/instructors in middle schools, secondary schools, and postsecondary institutions, agricultural education faculty in colleges and universities, statewide coordinators of agricultural education, college/university agricultural education students, and others who support the school-based agricultural education profession.

Title: NAAE Membership Coordinator/Program Assistant

Reports To: NAAE Associate Executive Director and NAAE Executive Director

Supervisory Responsibilities: No direct staff supervision; however, with input from senior staff, some supervision of student workers and student interns.

Salary and Benefits: Annual salary range $25,000-$30,000, plus benefits. Benefits include a contribution to a health insurance plan (including options through the University of Kentucky), 401k retirement plan, annual leave, sick leave, and other benefits as stated in the NAAE operating policies (refer to http://www.naae.org/resources/leadershiphandbook/index.cfm).

Qualifications/Requirements:

Education: High school diploma required; Associate’s or Bachelor’s degree preferred (in agriculture, education, business, administration, or closely related field). Candidates with advanced degrees are welcome to apply.

Skills: Strong oral and written communications, leadership, management, and problem-solving skills; ability to work with diverse people and in teams; self-motivation, initiative, and ability to work with limited day-to-day supervision; meticulous attention to detail, organization, and punctuality; strong desire to complete work thoroughly and on time; ability to prioritize and manage multiple projects and deadlines; knowledge and skill using personal computers, standard computer software (including the Microsoft Office suite), database software, and office machines. This position requires sitting, standing, bending, reaching and some lifting; requires normal range hearing and vision. The strongest candidates will be persons who can take responsibility and ownership of projects, produce quality products, multi-task, meet deadlines, and work independently.

Experience: Education, experience, and understanding of program and project management. Priority will be given to candidates with knowledge and
experience in agricultural education, career and technical education, agriculture, and/or education.

**Job Summary:** Serve as the membership coordinator and program assistant for this not-for-profit education-related professional membership association, which serves school-based agricultural education professionals throughout the United States and its territories.

**General Duties and Responsibilities:** This is not an all-inclusive list, but rather a general listing of the duties of the position.

- Provide administrative support for NAAE including, but not limited to:
  - first line of communications with NAAE members and guests face-to-face and by telephone, electronic mail, and fax
  - answer members’ questions and refer callers to appropriate staff
  - receive, open, and sort incoming mail
  - assist with outgoing mailings and UPS shipments
  - order office supplies
  - assist with meeting preparations
  - and other administrative functions as assigned

- Serve as NAAE individual and organizational membership coordinator and database manager including, but not limited to:
  - coordinate and manage NAAE membership database
  - process membership rosters/payments from state associations, organizations, and individuals
  - communicate with state ag ed association dues remitters, organizations, and individuals
  - generate from database reports related to NAAE membership
  - maintain and file hard copy records of NAAE membership information

- Assist with NAAE financial management including, but not limited to:
  - process payments and revenue received by mail
  - process credit card payments and revenue received via website and telephone
  - process invoices for payment
  - file financial records
  - assist executive director and accountant with other financial duties

- Manage NAAE merchandise procurement and sales including, but not limited to:
  - order NAAE merchandise
  - process merchandise orders from website, phone orders, and mail orders
  - maintain inventory of NAAE merchandise
 Assist with program management as assigned by the executive director and the associate executive director
 Exemplify traits as outlined in the NAAE Leadership Handbook
 Other professional duties as assigned by the executive director and associate executive director
 Report to the executive director on official human resources/personnel related matters and financial management assignments. Report to the associate executive director on day-to-day assignments, projects and initiatives, and performance appraisals.

Location: The NAAE office is located at 300 Garrigus Building, Lexington, Kentucky 40546-0215 (on the campus of the University of Kentucky).

Application Procedures: To apply, please prepare and submit an application packet to include a letter of interest, resume, and the names/titles/contact information of a minimum of three professional references. Portfolios are welcome but not required. Applications may be mailed, hand-delivered to the NAAE office in Lexington, Kentucky, or e-mailed. Candidates will be notified as applications are received. Send the complete application packet to:

Dr. Wm. Jay Jackman  
Executive Director  
National Association of Agricultural Educators  
300 Garrigus Building  
Lexington, KY 40546-0215  
E-mail: JJackman.NAAE@uky.edu

Review Process: NAAE will begin to review applications for this position immediately and the review process will continue until a suitable applicant is identified and hired. The beginning date for the position will be agreed to jointly between NAAE and the successful applicant, preferably no later than August 2019. All applications will be reviewed and selected candidates will be asked to participate in an interview process that may include telephone, on-line, and/or face-to-face interviews.

Questions/Comments: Questions or comments may be directed to Dr. Wm. Jay Jackman, at the NAAE office, by calling (859) 257-2224 or (800) 509-0204, or by sending e-mail to JJackman.NAAE@uky.edu.

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NAAE is an equal opportunity organization. NAAE will not discriminate against any individual based on race, creed, color, religion, sex, national origin, ancestry, age, physical or mental handicap, or veteran status.