

Employment Opportunity

CADA Professional Development Coordinator **A full-time position. Open through Oct. 15, 2014**

Purpose and Job Description-CADA Professional Development Coordinator (PDC) will support and promote leadership development through oversight and orchestration of CADA programs including (but not limited to); conferences, master activities advisor program, convention and camp. The PDC will consult with the CADA board in the promotion of CADA/CASL.

The PDC will not be a voting member of the CADA Board. Evaluation and contract renewal of the PDC will be handled by the CADA Board.

Job Duties:

1. Coordinate and oversee the Master Activities Advisor (MAA) program, including but not limited to; curriculum development, workshop logistics, calendaring events, and database management.
2. Work to develop pre-convention curriculum.
3. Work in conjunction with President Elect to plan curriculum for the annual convention.
4. Work in conjunction with Area Coordinators to develop adult curriculum at both adult and student area conferences.
5. Manage the CADA Summer Leadership Camp Program, including but not limited to; curriculum, staffing, logistics, registration, fiscal, promotion, and site acquisition.
6. Create and offer professional development opportunities throughout the state.
7. Train facilitators to implement professional development throughout the state (i.e. RSVP, MAA, Camp).
8. Collaborate with the LDD/CASL Coordinator to integrate professional development into all CADA programs.
9. Coordinate content for all CADA newsletters.
10. Manage representation of CADA to other professional organizations.
11. Attend all CADA Board Meetings.
12. Attend CASL events and Area Conferences on an as- needed basis.

This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this job, but is intended to accurately reflect the principal job elements.

Requirements

1. Possess aspirations, goals and the desire to positively impact the lives of advisors and students through CADA and its activities.
2. Demonstrate competencies in planning, organizing, marketing, decision-making, and implementing programs.
3. Demonstrate a capacity to be effective in leadership roles and processes.
4. Demonstrate strong written and verbal communication skills.
5. Demonstrate appropriate personal attributes, i.e. positive personality, good physical and mental health.
6. Education: Bachelor's degree or higher required; valid teaching credential preferred.

7. Previous teaching experience desirable.
8. Ability to obtain certificate of clearance to work in California schools required.

Timeline:

- Position closes on October 15, 2014.
- Candidates advancing to interviews will be notified no later than November 15, 2014.
- Interviews will be held on January 10, 2015 in San Jose, CA.
- Position starts July 1, 2015
- This will be a telecommuting position

Salary: \$70,000-\$110,000 plus benefits commensurate with experience. Opportunity to continue STRS contributions if desired.

The Professional Development Coordinator position is funded through the revenue of the workshops, seminars and programs to be developed and overseen by this coordinator.

Submit a resume, three letters of recommendation and a one-page narrative on why you would be the right person for this position and email attachments to president@cada1.org.

A confirmation of receipt will be sent within 5 days of submission.

Send inquires regarding the position to president@cada1.org.