

Arranger Education Specialist

Appointed By: Regional Education Director

Accountable To: Regional Education Director

Term: 1 year appointment

Responsibilities:

- Works with regional members who have expressed interest in arranging
- Submits plans for regional arranger workshops or individual training sessions to the Education Director so these workshops can be incorporated into the overall yearly education plan
- Suggests faculty (international or regional) for arranger workshops
- Coordinates and monitors any arranger workshops and compiles evaluation responses from these occasions

Each Resource Staff Member is responsible for:

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget information to the Regional Education Director
- Contributing to and implementing her assignments from the Long Range Strategic Plan
- Maintaining contact with other regional and international personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the appropriate Regional Director

Position Expectations:

- Strong organizational skills
- Strong verbal and written communication skills
- Ability to work independently and within groups
- Problem-solving and decision making skills
- Some experience working with educational needs of our members
- Ability to manage moderate stress in meeting deadlines and working with varying personalities
- Ability to attend regional events, some travel expected