

# Position: Manager of Seminar, Partnerships and Programs

This position is immediately available for the right candidate. NSPRA is moving quickly to fill this position. Apply today at [jobopp@nspra.org](mailto:jobopp@nspra.org) if you are a good fit for the job. **Deadline: October 15, 2020.**




The title and salary are based on the experience level of the applicant.

<b>Major Duties</b>	<p>Primary duties of this position include:</p> <ul style="list-style-type: none"><li>■ Coordinating, managing logistics and implementing NSPRA's Annual National Seminar each July, under the direction of executive staff; recruiting and providing customer service duties regarding sponsors and marketplace exhibitors for the annual Seminar; and coordination with the Seminar hotel and maintaining relationships. The Seminar attracts some 900+ participants for the 3-day conference.</li><li>■ Coordinating and implementing up to 10 webinars offered as professional development for NSPRA members and others throughout the year, under the direction of executive staff. Providing assistance for additional professional development activities throughout the year.</li><li>■ Coordinating NSPRA exhibits, for appearances by executive staff, at two national education conferences each year.</li><li>■ Maintaining editorial responsibilities for the Seminar and webinars, under the direction of executive staff, including creating copy and posting that copy into templates on the NSPRA website (Drupal), in CiviCRM and in other e-outlets.</li><li>■ Coordinating, recruiting, and managing year-round sponsorship opportunities and projects for NSPRA.</li><li>■ Coordinating and managing NSPRA Executive Board meeting logistics, transportation, and housing for 12 Board members for 3 Board meetings a year.</li></ul>
<b>Finalist Characteristics</b>	<p>NSPRA is looking for someone who is <b>highly organized</b> with <b>experience in event planning and coordination</b>.</p> <p>You must have experience in convention planning and management. Excellent computer skills are essential as are the ability to work well in small teams, to take initiative, to respond positively to constructive feedback, and customer service skills in dealing with NSPRA members, marketplace sponsors, and hotel relationships.</p>



15948 Derwood Road | Rockville, MD 20855

Ph: 301-519-0496 | Fax: 301-519-0494

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<b>Finalist Characteristics (cont.)</b>	<p>Finalists will also need to be self-reliant as no major clerical assistance is available for this position. Certified Meeting Professional (CMP) certification is preferred.</p> <p><b>If you wish to be considered as a finalist for this position, tell us in your cover letter how you fit these qualities.</b></p>
<b>Benefits</b>	<p>NSPRA offers:</p> <ul style="list-style-type: none"> <li>■ 90% NSPRA-funded health insurance program</li> <li>■ 11 paid holidays</li> <li>■ Up to 12 sick days</li> <li>■ 2 weeks of vacation; grows to 3 weeks and then 4 weeks after designated years</li> <li>■ 3% 401(k) program with matching contributions up to 4%</li> <li>■ NSPRA-funded disability and life insurance, and more</li> </ul>
<b>Salary Range</b>	<p>The current salary range for this position is \$59,000 - \$75,000, depending on a candidate's experience and skills.</p>
<b>Timeline</b>	<p><b>NSPRA will fill this position as soon as possible.</b></p> <p>Our next national Seminar is July 11-14, 2021, in New Orleans, LA.</p>
<b>Location</b>	<p>NSPRA headquarters is located in Rockville, Maryland, at 15948 Derwood Road, Rockville, MD 20855.</p> <p>We offer free parking.</p> <p>We're about a 1-mile walk from Shady Grove Metro Red Line station.</p>
<b>About NSPRA</b>	<p>Click <a href="#">here</a> to learn more about what we do.</p> <p>Our headquarters currently has 6 staff members, along with a number of consultant specialists who work with NSPRA on a weekly to monthly basis.</p>
<b>How to Apply</b>	<p>If you are interested in this position, as soon as you can, send the following to <a href="mailto:jobopp@nspra.org">jobopp@nspra.org</a>:</p> <ul style="list-style-type: none"> <li>■ Resume</li> <li>■ Cover letter. In your cover letter, indicate your salary range expectation. If you do not include it, we will not consider you for this position.</li> </ul> <p>No calls, please.</p> <p><b>Application deadline: Thursday, October 15, 2020</b></p>



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