

## **Professional Development A to Z Coordinator**

**Location:** Reston, Virginia (Remote)

**Date Posted :** June 2, 2022

**Date Closed :** Until filled

Reports to: Senior Director, Education and Certification

### **Summary Position**

The National Court Reporters Association is recognized as the premier educational and informational resource for its members who capture and convert the spoken word and create official records for the federal, state and local court systems, government organizations and private entities. Under the direct supervision of the Senior Director for Education and Certification, the Program Development Coordinator provides direction and oversees the administrative coordination and support of the headquarters NCRA A to Z program. The PD Coordinator will market the NCRA A to Z program to provide visibility in schools, associations, and general markets to grow the program.

### **Primary Job Responsibilities**

#### ***Program Administration (49%)***

- Set dates for new A to Z classes and add to NCRA website
- Oversee the creation and registration of all online NCRA A-to-Z programs in the Learning Center
- Respond to calls and inquiries from students, state associations and court reporters regarding A to Z
- Schedule instructors to teach headquarters' A to Z classes
- Collect data regarding completion of A to Z programs
- Work with Stenograph and ProCat to ensure machines are available for rental
- Award PDC credit to A to Z instructors and program leaders that turn in documentation

#### ***Marketing and Outreach (49%)***

- Work with marketing to produce the following products:
  - marketing materials for high schools, career fairs
  - create and/or update NCRA A to Z PowerPoint about the program for program leaders and state associations
  - YouTube, TikTok, and Reel videos (Instagram) to promote the profession
  - press releases
- Create a marketing campaign to recruit new volunteer instructors for A to Z program
- Promote A to Z to high schools, associations, web inquires, and general public
- Provide content about the A to Z program for the JCR, Weekly, and Student Newsletter
- Send survey to graduates for each A to Z class
- Assists in preparation of advertising, selecting, and notifying A to Z scholarship recipients
- Keep information up to date about A to Z on the website
- Advertise all new A to Z classes on the NCRA website, Facebook, Instagram

### ***Committee Support (2%)***

- Serve as co-liaison to the A to Z Committee.
- Attend conference calls and onsite meetings when appropriate.
- Serve as staff liaison to implement committee charges.

All other duties as assigned.

### ***Education***

5 years or more of relevant work experience with a proven track record in a membership organization a plus.

- High school graduate.
- Higher education experience a plus.
- Experience in a membership association environment.
- Experience with a membership database or any relational database
- Excellent record of member/customer service.
- Experience working with school faculty and committee work a plus.

Preferred

- Graduation from court reporting school
- Experience as a working steno court reporter or captioner

### ***Knowledge and Skill Requirements***

- Knowledge and proven ability to use Microsoft Office products and general office equipment.
- Familiarity with Microsoft Dynamics 365 or similar database, customer relationship management software a plus.
- Excellent time management skills.
- Precise attention to detail and organizational skills.
- Basic knowledge of writing copy for websites and reports.
- Ability to operate in a fast-paced environment with minimal supervision.
- Demonstrated ability to work independently and show initiative.

**Schedule:** Monday – Friday (8:30 am – 5:00 pm ET) and some weekends

**Salary:** \$50,000

**To apply:** Please submit resume with cover letter to [jobs@NCRA.org](mailto:jobs@NCRA.org).

*National Court Reporters Association (NCRA) is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, sex, marital status, gender identity, sexual orientation, disability, protected Veteran status, personal appearance, political affiliation, family responsibilities, or any other characteristic protected by applicable law.*