



## **CHAPTER AND SECTION COORDINATOR**

The American Society for Public Administration—the nation’s leading professional association for the public administration field—is seeking a talented and exceptionally well organized Chapter and Section Coordinator. The coordinator is the organization’s primary representative for our more than 60 geographically based chapters and 28 subject matter sections.

The coordinator serves and strengthens ASPA’s chapter and section network by developing and implementing programs designed to improve the national organization’s relationship with them; providing them with the tools to serve their members and effectively communicate with each other; and facilitating their growth and working with ASPA’s 7,500 members to develop new ones.

The coordinator works closely with communications, membership, and program development staff to effectively execute his or her responsibilities. Successful applicants possess the following qualifications:

- Demonstrated experience working in non-profit, preferably membership-driven, organizations.
- Excellent customer service orientation.
- Impeccable writing and verbal communications skills tailored to diverse audiences.
- Keen attention to detail and outstanding organizational skills.
- Strong proficiency with Microsoft Office (Word, Excel, Outlook) and association management database systems. Knowledge of iMIS a plus.

A Bachelor’s degree is required, plus at least two years of experience, preferably working in a membership-related capacity. A strong commitment to public service is a must.

Qualified candidates should forward a cover letter, salary requirements, resume, and a writing sample to Lisa Sidletsky, 1730 Rhode Island Avenue, N.W., Suite 500, Washington, DC 20036, or to [lsidletsky@aspanet.org](mailto:lsidletsky@aspanet.org). No phone calls, please. ASPA is an Equal Opportunity employer.