

NATIONAL SCHOOL CHAPLAIN ASSOCIATION

*Chief Programs Officer

Job Description

NSCA is seeking a candidate whose primary role is to oversee all aspects of recruiting, training development and certification of all chaplain candidates.

This is a full-time position hybrid position in which you will work part-time remotely as well as set office hours. However, this position is national in scope and will periodically require travel. The CPO will be encouraged to develop efficient systems for virtual communication which could offset travel events, while enhancing the effectiveness and rapid expansion of NSCA in School program.

Responsibilities

- Oversee the recruitment and training of school chaplains as well as school districts seeking information leading to involvement with NSCA.
- Ensure timely communication with all chaplain candidates and continue to evaluate onboarding process to increase success rate.
- Support the creation and development of resources for certified Chaplains.
- Maintain excellent record keeping of the NSCA Chaplain Registry.
- Collaborate with marketing for future initiatives including promotional videos to raise awareness & broad engagement.
- Assist with budget development & administrate program expenditures.
- Administration of the organizations on-line newsletters, blogs.
- Other duties may be directed by the NSCA leadership or Board of Directors

Education and Experience

- Bachelor's degree or higher in a business related or educational field or 5-7 years of previous work experience in business, education, or non-profit org(s)

Qualifications

- Effective communication skills, including public speaking. Bi-Lingual, is a plus.
- Ability to work independently as well as with groups.
- Proven leadership skills
- Exceptional planning, project management & organizational skills
- Effective problem-solving talents
- The ability to manage multiple projects at once; strong ability to multitask.
- Proficiency in Microsoft Office suite (Excel, PowerPoint, Word) & Social Media platforms
- Experience or proficiency with customer relationship management software (CRM)
- Any previous experience in the education, sales, or talent recruiting arenas is also a plus.

*This position is a **supported raised** role (not a direct-hire **job**), so the future employee must develop a team of partners who provide financially for his/her full salary and benefits. We provide training, resources, and coaching to help reach their financial support goals.