



Accrediting Commission of Career Schools and Colleges

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Arlington, Virginia 22201
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www.accsc.org

Job title	<i>Volunteer Coordinator</i>
Reports to	<i>Manager of Accreditation</i>
Department	<i>Accreditation</i>

Summary

The Volunteer Coordinator serves as the Commission staff responsible for recruiting, training, and overseeing the Commission’s vast network of volunteers, providing support during quarterly Commission meetings, and conducting evaluations.

Duties and Responsibilities

- Recruit volunteers for the Board, External Review Committees, Nominating Committee, Appeals Panel, and evaluations
- Organize and execute 2-3 evaluation volunteer training workshops per year and coordinate ongoing training, such as webinars, as necessary
- Assist with the Nominating Committee to include on-boarding new Commissioners
- Process, distribute, and track evaluation materials: Commission Representative; Team Leader; Education Specialist; Occupation Specialist; Accredited schools (as applicable)
- Develop a profound understanding of ACCSC’s processes and procedures, the ACCSC Standards of Accreditation, and be able to discuss requirements with key constituents
- Keep detailed records regarding the scheduling, logistics, and volunteer information and communicate this information regularly with Accreditation Coordinators
- Attend quarterly Commission meetings to serve as a note taker and letter writer
- Conduct a minimum of six (6) evaluations per year
 - Schedule, plan, and execute the evaluation process for assigned schools
 - Along with the evaluation team, prepare a team summary report for each assigned school which serves as the official record of the team's observations and findings during the evaluation
 - Provide any follow-up, assistance, or interpretive guidance on accreditation standards to schools after the evaluation is complete

Qualifications

- Bachelor’s degree required and 3-5 years professional office experience required
- Travel each month is required
- Must hold a valid driver’s license
- Strong analytical and auditing skills with the ability to synthesize data and report accurate information
- Must be able to communicate effectively to various constituents (team members, volunteers, school administration, students, etc.)
- Ability to self-motivate and multi-task while working on various projects
- Ability to work with confidential material in a collegial manner
- Must be professional, team oriented, self-disciplined, and possess strong relationship and conflict resolution skills
- Excellent writing, editing, and word processing skills
- Proficiency in Microsoft Office
- Conversational fluency in Spanish would provide an advantage in the job
- Additional duties and responsibilities as assigned

Position Type

This is an exempt position and requires the employee to be located in the Arlington office.