

**POSITION:** Director of Education  
**TERM:** Two-year term  
**TIME COMMITMENT:** 20--24 hours/month

**PRIMARY RESPONSIBILITY:**

To assist in the management and direction of the organization in a manner that is timely and consistent with the goals and policies of the organization, with emphasis on professional development programs.

**MAJOR DUTIES:**

The Director of Education will:

1. Oversee and coordinate the process of development, revision, and marketing of education programming and POC Trained Professional Organizer Examination and certificates.
2. Oversee and coordinate the hiring, training and evaluation of facilitators and instructors.
3. Oversee and coordinate POC's continuing education program.
4. Board Liaison to the Educating Committee.
5. Attend National Conference Committee meetings when requested.
6. Assist Conference Chair and Program Lead with selection process of conference session speakers and keynote speaker(s).
7. Liaise with and be a resource to the association management company on issues related to educational offerings, instructor activities, member credit records, and report generation from course database.
8. Develop the annual education schedule and budget, including funds for course and program development, revision, translation, and instructor training.

**REPORTS TO:** President

**DIRECT REPORTS:** Education Committee, Course Facilitators