



Position Description: Executive Director

APCDA provides a forum for sharing career development ideas and practices in the Asia Pacific region and engaging the world about these insights. APCDA's Mission is:

1. To promote collaboration among career practitioners throughout the Asia Pacific region
2. To inspire existing and potential career practitioners to deliver theory-based and research-driven career development services
3. To promote research in the field of career development
4. To advocate for workforce policies and practices that foster inclusion and access to decent work for all

Each year APCDA holds one conference, publishes weekly newsletters, hosts monthly online events such as webinars and member orientations, and holds approximately 11 Officer and Board meetings. In addition, APCDA sponsors its own academic journal called the *Asia Pacific Career Development Journal*. APCDA maintains a website (AsiaPacificCDA.org) powered by Wild Apricot (membership management software). All activities are conducted in English.

Work hours: 20 hours/week and full time for the 2 months which include the conference.

Qualifications: The Executive Director must have at least 5 years active participation in the career services field at a professional level and at least 2 years in management with a fluency in organizational finances and leadership development. Candidates must have experience in keeping a large number of objectives moving forward simultaneously and assuring that others complete the tasks assigned. Candidates must be fluent in written and spoken English.

Duties:

- Responsible for collaborating with current APCDA President, APCDA officers, and the APCDA Board to ensure organization's financial stability, member service, and mission responsiveness over time including maintenance of institutional knowledge, policies, and processes through
- Responsible for making sound financial decisions, including assisting elected Treasurer and Financial Administrator with annual organization budget, annual conference budget, and management of organization accounts including investments and day-to-day operational expenditures and incomes.
 - Authorized to make routine financial decisions (including selecting vendors, paying bills for essential functions, etc.).
 - Expected to gain officer approval before making decisions related to new policies, new directions, or ambiguous situations. Must know the difference between these situations.
- Initiates regular meetings of the Officers and Board including composing an agenda which informs the leadership about routine association business and providing opportunities to discuss issues and initiatives undertaken by the leadership or members.
 - May also request a decision by email if decisions are needed between scheduled meetings.
 - Together with the President, determines which initiatives need to be discussed by these bodies and which can be implemented routinely.



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- Prepares materials to inform these leaders about necessary decisions before the meeting so discussions can be productive and completed within the time allotted.
- Prioritizes tasks for self, Administrator, and committee chairs so that work can be completed in a timely fashion.
- Oversees the Administrators in preparing for the annual conference and liaisons with host country planning team with the decision making related to speaker selection, hotel rooms, transportation, marketing, pricing, refreshments, facilities, scheduling, materials, and other tasks listed in the annual conference task list.
- Directs the Administrators to organize and market webinars, meet with the presenter to review the webinar software, and provide technical support to the presenter during the webinar. Assures that the recorded webinar is edited, and the Recorded Webinar Registration process is set up.
- Solicits articles for the newsletter and assures the Administrators format the newsletter and perform final proofing of the newsletter before it is sent to the contacts.
- Assists with responding to questions from members and potential attendees of APCDA events by answering unusual questions and responds to all questions when Administrators are unavailable.
- Trains the Administrators and regularly discusses the task list with the Administrator so all provide equivalent, accurate responses to questions and complete routine tasks in a timely fashion.
- Assures that the General Administrator maintains the online membership database, produces documents (such as acceptance letters and program book) in a timely fashion. Requests financial administrator to perform revisions to the Access Database and other special tools as necessary to improve operations or implement new initiatives.
- Assures that the face of APCDA (website, flyers, etc.) is attractive, contains all information needed by members or prospective members, is regularly updated and accurate and is grammatically correct.
- Other duties as assigned and agreed to with the Officers.

Required Skills:

- Fluency in English, both written and spoken
- Competence in Word and Excel for use in producing documents and spreadsheets.
- Competence in organizing files and information, scheduling, communicating with others on a team, and following-through to assure complex tasks are completed in a timely fashion. Must be able to keep track of many threads in a highly complex situation.

To Apply: Send resume or similar information to Info@AsiaPacificCDA.org