

**Position Title:** Sr. Program Associate, Council of School Attorneys

**Department:** Council of School Attorneys

**Reports to (Title):** Program Director, Council of School Attorneys

**FLSA Status:** Exempt **Grade:** 5

**Job Description Form**

**Effective Date:** **Revision Date:**

**Section A: Primary position objective and purpose:**

Manages operational functions of the NSBA Council of School Attorneys (COSA), as well asdesignated research and communications projects that provide distinctive value to COSA, state association members, and others as appropriate, around legal advocacy for public education. Manages and promotes the NSBA Council of School Attorneys’ (COSA) membership efforts, including engagement, retention, and growth. Works to promote the COSA brand and to increase COSA revenue.

**Section B: Essential Functions/Activities:**

* Manages all aspects of NSBA Council of School Attorneys membership and member services fulfillment
* Works with leadership to determine goals/annual plans and meeting agendas, develop programming and educational content, and identify sources for target audiences
* Develops membership marketing copy and COSA-related communique content, such as newsletter content, member email blasts, and correspondence.
* Manages and promotes COSA events (webinars and seminars) in collaboration with the COSA Director, including developing content ideas; research; and identifying, securing, negotiating, and managing speaker/presenter relationships.
* Manages all aspects of the NSBA Council of School Attorneys seminar and meeting and promotional materials, food functions, and on-site registration area
* Manages OGC and COSA budgets, including preparation and regular review of monthly expenses.
* Processes and, as appropriate, responds to requests for general NSBA Council of School Attorneys information
* Performs other duties as assigned

**Section C: Minimum Qualifications:**

**Required:**

Bachelor’s degree in related field or equivalent combination of education and experience; demonstrated success in project development and implementation; and excellent oral and written communication and project management skills.

**Preferred:**

Experience in association membership management; experience working in a legal environment or in support of those in the legal profession

**Supervisory responsibilities (Yes/No):** No

If yes, please specify the position(s):

**Certifications and/or Licenses preferred/required:**

**Please check the physical requirements of this job:**

 **Rarely Occasionally Often Rarely Occasionally Often**

Lifting 25 pounds [x]  [ ]  [ ]  Climbing/balancing [x]  [ ]  [ ]

Lifting 25+ pounds [x]  [ ]  [ ]  Pushing [x]  [ ]  [ ]

Carrying [x]  [ ]  [ ]  Pulling [x]  [ ]  [ ]

Stooping, bending [x]  [ ]  [ ]  Telephone Speaking [ ]  [ ]  [x]

Kneeling, Squatting [x]  [ ]  [ ]  Telephone Listening [ ]  [ ]  [x]

Walking [ ]  [x]  [ ]  Keyboarding [ ]  [ ]  [x]

Standing [ ]  [x]  [ ]  Sitting [ ]  [ ]  [x]

Other, please specify

**Please check the office environment of this job:**

 **Yes No**

Noise (Industrial) [ ]  [x]

Cramped or confined space [ ]  [x]

Typical office environment [x]  [ ]

**Department Review Date**

**Human Resources Review Date**

*Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.*

**Incumbent:**