

Program Director (Part-Time), Southeast Chapter – International Erosion Control Association

Terms: This is a 30 hour per month maximum contracted position with no benefits. Must have fully furnished home office. The terms of the contracted position will be reviewed annually by the SE Chapter Board.

The International Erosion Control Association is a dynamic organization providing the construction industry with educational programs, workshops, and professional development related to erosion and sediment control. The Southeast Chapter is the fastest growing division, serving the southeastern region of the United States. We are seeking an individual to assist us in developing and implementing these types of programs in our region. The current scope of responsibilities includes producing quarterly newsletters, maintaining the Chapter web page, assisting the Board of Directors and other chapter committees, and working closely with the IECA headquarters and other organizations to hold local and regional workshops. The Board anticipates this work to require 10-20 hours per month initially, but it is likely that this will increase steadily as the organization grows. Knowledge of typical computer software (MS Word, Excel, PowerPoint, web and email programs) is required. Knowledge of construction practices, state and federal regulations related to the industry, and the erosion and sediment control industry is highly desired. Experience with professional or voluntary organizations is also important.

Position Responsibilities: The individual will report to the President of the SE Chapter and the Board of Directors. Key work areas will be to participate in Board meetings (phone conferencing) and maintain minutes; assist the Treasurer in keeping Chapter financial records current and accurate; collect information and develop newsletters quarterly (electronic); provide logistical support for local and regional workshops (in collaboration with the IECA headquarters and/or other organizations); assist Chapter committees in increasing membership and other activities; and provide a central point of contact for the Chapter. This individual will also report to the Board monthly on activities.