



Assistant Executive Director Adopted August, 5, 2023

The Assistant Executive Director assists the Executive Director and the AMEA Governing Board in implementing policies, coordinating programs, and supporting approved activities. The Assistant Executive Director also serves as a non-voting member of the AMEA Governing Board.

Responsibilities

- Aide and assist the Executive Director and Governing Board in planning and implementing professional development programs.
- Assume the duties of the Executive Director in the case of disability or absence of the Executive Director.
- Oversee the creation and maintenance of the AMEA Conference app.
- Manage the AMEA website, including creating and updating content, designing, and implementing new features, and ensuring that the site is secure, user-friendly, and accessible.
- Oversee social media committee to develop and schedule appropriate content to publish to AMEA's various social media accounts.
- Assist with the implementation of the AMEA Professional Development Conference, including registration, conference A/V, and other duties as assigned by the Executive Director.
- Stay up to date on best practices in website design.
- Create an annual budget for the AMEA website, and conference registration technology needs.
- Perform other duties as assigned by the Executive Director.
- Attend meetings of the AMEA Governing Board. Provide written reports as necessary.

Qualifications

- Bachelor's degree in music education, marketing, communications, journalism, or a related field.
- Minimum of 2 years of experience managing websites for a nonprofit organization, educational institution, or similar entity.
- Strong writing and editing skills, with the ability to create compelling and accurate content for digital platforms.
- Proficiency with website content management systems.
- Experience with graphic design software.
- Ability to work independently, prioritize tasks, and meet deadlines.
- Excellent communication and interpersonal skills.
- Maintain membership in NAfME/AMEA.

Term of Appointment

Appointed by the AMEA Governing Board for a yearly term (July 1 – June 30), with an annual review for reappointment.

Compensation

Compensation shall be suggested by the Budget Committee with approval of the AMEA Governing Board. Compensation will include salary, a percentage of yearly personal internet cost (percentage suggested by Budget Committee, approved by Board), and a one-time payment of \$750.00 for conference registration duties. Legitimate personal expenses for the position should be itemized and presented for reimbursement.

Responsibility to Successor

Upon completion of a term of appointment, the outgoing Assistant Executive Director should plan to meet with his/her successor to discuss the responsibilities of the position. All files and data pertaining to the position should be turned over at once to the successor.