

Executive Director - The Executive Director and will serve as the staff to the National Adult Education Professional Development Consortium (NAEPDC) and the National Council of State Director of Adult Education (NCSDAE). The position will report directly to the Executive Committee with oversight by the Chair of the Council. The position will promote Adult Education at the national level and provide support to the state directors in each state. The position is located in Washington D.C. The position carries the following responsibilities:

1. Performance - Regular Assignments:

- a. Work with the Executive Committee to establish priorities for adult education nationwide and develop and carryout strategies to fulfill the requirements.
- b. Monitor and review all federal laws affecting Adult Education.
- c. Work with adult education (AE) state directors and staff in member states to provide knowledge and understanding of the current laws and issues affecting adult education activities. (i.e., Workforce Investment Act specifically Title II, Workforce Innovation Opportunities Act, Immigration, WIA title I, Career Pathways, Key Legislation, Ability to Benefit and Financial Aid rules, Community College, Workforce, Economic Development, etc.)
- d. Assist state directors in developing relationships with Congress and staffers, and other entities to advocate and carry out the activities of adult education.
- e. Oversee the operations of the office, including processing of payments, organization of pertinent meetings, workshop, and conferences.
- f. Conduct presentations on issues relative to Adult Education and to develop resources for State Director that will help them carryout priorities.
- g. Develop resources that can be used in states for program management and leadership in compliance with WIOA and other pertinent legislation.
- h. Coordinate and/or provide professional development services to states and state staff, as needed.
- i. Maintain and update the State Directors and Consortium websites regularly.
- j. Supervise staff and consultants to ensure activities are complete.
- k. Participate in relevant committees that promote the mission of the two organizations.
- l. Keep up to date on the Workforce Innovation Opportunities (WIOA) Act legislation and develop strategies for implementation, including development of the unified state plan.
- m. Establish and oversee sub-committees and of the two organizations.
- n. Develop, prepare, and maintain appropriate budgets and reports.
- o. Prepare informational newsletters, reports, letters, and memorandum related to Adult Education issues.
- p. As directed by the Executive Committee, meet with Department of Education staff regarding key areas of interest as identified by the state directors.
- q. Other duties as assigned by the Chair and the Executive Committee.

2. Liaison

- a. National Coalition for Literacy (NCFL)
- b. Commission on Adult Basic Education (COABE)
- c. Immigrant groups (i.e., LaRaza, TESOL, Office of Citizenship)
- d. Community for Education Funding
- e. Corporate Sponsors

- f. Other groups as necessary

Preferred Qualifications

1. Master's degree and six years' experience in adult education
2. Experience in Adult Education at the state level
3. Previous management, project management, and professional development experience
4. Demonstrated oral and written communications skills
5. Demonstrated human relations skills

Additional Qualifications

4. Prior administrative experience in areas related to Adult Education
5. Experience in the implementation of Adult Education and other relevant legislation
6. Understands the political environment and has the ability to develop relationships
7. Understands the goals of the adult education community