



Posting of Vacancy
ASTE Executive Director
Open Until Filled

Goal: To support the organization in achieving its mission and financial objectives.

Qualifications:

- Minimum Bachelor's degree, preferably in education, technology, event management
- Preferred professional experience in education or management/administration (Conference, Trade Show, Virtual Event, etc.) preferred.
- Excellent communication skills, both verbal and written
- Knowledge of current educational technology, marketing techniques, social networking, and informational tools
- Experience with event planning/conferences

Reports to: ASTE President and Governing Board

Job Responsibilities:

- Carry out directives from the board, keep organization on established timelines, and provide feedback to the board on priorities, policies, and procedures.
- Establish communication within the organization and to outside organizations including publications, promotional materials, and webpages.
- Maintain official records, contracts, and documents
- Work with the board treasurer and bookkeeper to assure expenditures remain within approved board budgets, and provide the board feedback about financial needs.
- Stay current in technology and event planning trends

- Regularly seeks out new revenue streams, vendors and sponsor to financially support the organization
- Work to maintain positive relationships with existing partners and vendors.
- Work with the board to explore creative ways to expand membership and increase membership benefits.

Salary/Wages/Considerations: This is a part-time semi-seasonal position on a fiscal year basis, with a starting salary of \$45,000. This position primarily works from home, but must be in Anchorage Alaska for the February conference and Spring board retreat, with necessary travel paid by ASTE.

Start Date: Shadowing with the existing Executive Director until June 30, 2023 the official start date of the yearly contract. The payment for the shadowing period will be up to \$10,000, prorated based on start date. The contract term is July 1st to June 30th.

Application: Please email submit a Letter of Interest, Resume, 3 References and a sample of writing (or flyer/promotional material/event advertisement) to:

Nikki Stein
ASTE President
nikki.stein@aste.org

A detailed job description is available upon request.

Questions? Visit www.aste.org or contact [Nikki Stein](#)