

Correctional Education Association Job Announcement

Employer:

Correctional Education Association Board

Position:

Parttime Executive Director

Job Location:

Remote Position (Work From Home), United States

Employment Hours:

Average 32 Hours per Week

Exceptions: weeks containing federally recognized holidays and CEA Board-approved vacation

Salary

\$35,000-\$55,000 (based on experience & education)

Salary will be Contract Only, with no benefits

Travel Allowance per CEA Board Budget will be in addition to the determined salary

How to Apply

Candidates should submit a Cover Letter, Resume` and References

via email to kbbeducation@gmail.com

AND via UPS mail to

Kim B. Barnette, Ed.Sp., CEA President

1720 Nicholson Drive #28

Baton Rouge, LA 70802

Both methods of submission should be received no later than Friday, July 8, 2022.

Candidates Selected for Interview

All submissions will be reviewed by CEA's President, Vice President, President-Elect, Secretary & Treasurer to determine the top 3-5 candidates who will proceed to the interview process. All applicants will be notified of interview selection by Friday, July 29, 2022.

Mandatory In-Person Interview Information

Sunday, August 28, 2022

9:00 AM – 3:00 PM (60-90 minutes per applicant)

CEA Summer Conference Hotel Site

Marriott Tampa Water Street (Room TBD)

Interviewers: CEA's President, Vice President, President-Elect, Secretary & Treasurer.

Candidate Final Confirmation

Within 24 hours following the conclusion of the interview process, a verbal report and recommendation will be submitted to the CEA Voting Board for final approval. Each interviewed candidate will be notified immediately following the CEA Board vote.

Correctional Education Association Inc., a Maryland nonprofit association, as an organization hereby seeks to employ a parttime employee to serve as Executive Director in accordance with the terms and provisions of the CEA Constitution and Policy & Procedures (as posted on the CEA website CEANational.org). CEA is seeking a dynamic and passionate nonprofit professional to

fill the role of executive director, responsible for advancing the organization's mission and vision. The candidate should have a strong background in corrections, education, and administration. Preference will be given to candidates with a Master's Degree or higher. The hired candidate shall serve at the pleasure of the CEA Board of Directors in performing the following duties:

- supervise, evaluate, and provide oversight to the organization's Administrative Assistant,
- share approval responsibilities with the President in contractual agreements on behalf of the organization,
- field phone calls/emails to investigate and answer general questions,
- provide legal oversight in certain communiques,
- supervise and oversee the CEA Journal of Correctional Education staff,
- manage media and social media communications (Givitas, News and Notes, Social Media, etc...),
- approve the payment of bills, review fiscal documents, co-manage money alongside the President, Treasurer and Accountant,
- serve as liaison to the CEA membership and related organizations,
- organize meetings of the Board of Directors,
- attend CEA Committee meetings and conferences,
- assist the Conference Committee with the organization of the annual conference and Leadership Forum,
- provide on-going support to further CEA's mission and programs,
- provide strategic direction to the organization,
- stay current on all federal legislation which relates to correctional education and the organization, and
- other duties as deemed necessary and approved by the CEA Board of Directors.

The selected candidate shall uphold a fiduciary duty of loyalty, fidelity and allegiance to act at all times in the best interest of the organization and to do no act which would, directly or indirectly, injure the organization's business, interests, or reputation. It is agreed that any direct or indirect interest in, connection with, or benefit from any outside activities, particularly commercial activities, which interest might in any way adversely affect the organization, involves a possible conflict of interest. In keeping with an employee's fiduciary duties to the organization, all CEA employees agree that he/she shall not knowingly become involved in a conflict of interest with the organization, or upon discovery thereof, allow such a conflict to continue. Moreover, CEA employees shall not engage in any activity which might involve a possible conflict of interest without first obtaining approval in accordance with the organization's policies and procedures.

CEA is an equal opportunity employer. It does not discriminate against employees or applicants for employment on any legally recognized basis or any protected class under federal, state, or local law.

Posted Date

May 20, 2022