



The New Jersey Association of Professional Mediators (NJAPM) is seeking a part-time Executive Director. We are looking for a dynamic person who is detail oriented and has superior customer service skills. This is an outstanding opportunity for a highly motivated individual to assume a pivotal role in the evolution of a highly respected non-profit organization and to help the organization grow and thrive. The ED will report directly to the President, Officers, and Board of Directors. This is a work-at-home, remote, position.

The NJAPM is non-profit association of professional mediators throughout the State of New Jersey that supports over 200 members, coordinates continuing education programs, coordinates seminars, webinars, trainings, and conferences throughout the year, and promotes mediation to the general public.

QUALIFICATIONS AND EDUCATION:

- Bachelor's Degree Preferred, High School Diploma Required
- Experience as an Administrative or Executive Assistant or Executive Director or in leadership of a similar non-profit professional association preferred
- Non-profit experience preferred
- Excellent computer skills and competency in Microsoft Office 365, Quickbooks, Dropbox, Zoom, and Adobe.
- Excellent internet and website management skills.
- Basic bookkeeping skills
- Excellent time management and organizational skills
- Strong sense of responsibility, loyalty, and ability to work independently and demonstrate self-initiative to complete tasks
- Ability to prioritize work
- Will be subject to criminal background check
- Minimum of two references

JOB DESCRIPTION:

- Carry out the directives of Board and implement Board approved initiatives
- Oversee overall management of NJAPM
- Perform generalized bookkeeping and management of budget
- Manage and oversee and update membership database and membership renewal process annually
- Coordinate all member services
- Answer general inquiries of members and public (phone calls and emails)
- Organize and maintain digital filing system and documents

- Generate financial reports to Treasurer and President monthly, and Board quarterly.
- Work with Treasurer on developing annual budget.
- Manage content and event information on website and liaison to web masters and website consultant
- Manage continuing education credits with CLE coordinator
- Oversee (not edit) the publication of monthly newsletter
- Coordinate with committees, conference chairs, event chairs, and serve as point person for the following:
 - Annual Meeting (Fall), and attend
 - Spring Conference, and attend
 - 40-hour trainings (possibly manage Zoom)
 - Other conferences/workshops/seminars and online webinars
- Represent the NJAPM at various functions and serve as “presenter” at NJAPM exhibit table
- Attend Board of Directors meetings
- Liaison to marketing consultant and manage social media accounts of association
- Administer apprenticeship programs

Annual salary range:
\$35,000 to \$40,000.

Expected work hours:
Generally, 20-25 hours per week on average. (will vary)

Qualified applicants may send resume and cover letter to Bruce P. Matez, Esq., APM, President
bmatez@njfamilylaw.net.