

Professional Development Position Description:

The Director of Professional Development and Education works with the Board of Directors to coordinate, develop and manage the professional development and education activities of the Association.

Functions:

- The VP of Professional Development and Education will recruit members of the National Organization, as needed, to serve as a committee to assist with the responsibilities of the office.
- Advocate for a culture of professional development within the organization and a professional development portfolio of activities that supports such a culture.
- Identify the need for Volunteers and Personnel to oversee the various programs under the general category of professional development
- Provide support to volunteers and personnel working on the creation of professional development programs.
- Assure the quality of the professional development programs to be consistent with the NOHS brand and in alignment with the NOHS mission, and current trends, practices and research in the field.
- Develop an educational and professional development strategy that meets the diverse needs of the membership;
- Manage the CEU process for the organization
- Promote a positive member experience at all professional learning offerings, including the annual convention, symposia, academies, and online events
- Expand capacity for members to participate in professional learning opportunities
- Recommend specific programs,
- Oversee the implementation of current Professional Development Programs such as but not limited to:
 - Human Services Today
 - Roundtable Pod-Casts
 - Skill Based Webinars
- Evaluate the effectiveness of each program,
- Provide general oversight of professional development programs for the association
- Serve, attend and contribute to the general management of the organization as a member of the Board of Directors and the Executive Committee