

## **Association of Persons Supporting Employment First (APSE) Manager, Professional Development and Training**

### **APSE**

Founded in 1988, APSE has played a critical role in establishing supported employment as a viable service for individuals with significant disabilities who were considered to be unable to become employed in the workforce. Since 1988, APSE has been the **only** national organization with an exclusive focus on integrated employment and career advancement opportunities for individuals with disabilities. APSE has been and continues to be a strong, clear and consistent voice demanding that every individual with a disability have the same opportunities for employment as every other citizen. Through advocacy and education, APSE advances employment and self-sufficiency for all people with disabilities.

Revenues: \$1.4m

For more information, please visit [www.apse.org](http://www.apse.org)

### **Purpose:**

Reporting to the Executive Director and serving as an integral member of the national team, the Professional Development and Training Manager will directly assess, create, implement, and manage all professional development and training activities for the organization. This new position will be responsible for fulfilling critical aspects of the organization's strategic plan and will require a creative, thoughtful, adaptive, and persistent individual in order to be successful. You will work directly with APSE Chapters and Members to meet the ongoing professional development needs of our members, as well as potential Certified Employment Support Professional (CESP™) certificants. Additional responsibilities include building and launching APSE's first online community engagement system. The goal is to position APSE as the go to organization for high quality training and resources that support the professional development needs of a variety of stakeholders working in the Employment First field. The right candidate will possess strong content knowledge, as well as have primary experiential history in the field. This is a full-time position located in Rockville, MD. Considerations for telecommuting may be considered for the right candidate.

### **Responsibilities**

- Serve as the driving force behind the development and management of a multi-year knowledge and learning strategy for APSE's professional development offerings that positions APSE as the go-to resource for professional learning in Employment First and is built on timely content and state of the art delivery.

- Oversee program design and evaluation and initiate changes in current programs to ensure that both participant learning needs and revenue goals are met or exceeded, while insuring that the learning experiences are professional in quality and impact.
- Stay abreast of both industry trends and developments in adult learning practice (including platforms through which knowledge and learning is disseminated) to ensure APSE's programs deliver timely and relevant content.
- Develop and manage all aspects of educational content delivery in the Professional Development program, including working operational committees to identify and provide relevant content and feedback.
- Work across the organization to ensure alignment with APSE's overall strategy and issues.
- Using a variety of modalities, develop and create engaging learning content that complies with the principles of Universal Design for Learning (UDL) and adult learning best practices.
- Develop collateral resources (information, fact sheets, infographics, quizzes, etc.) to accompany training content.
- Develop and implement CESP™ training intended for those looking to become certified and prepare for the examination.
- Collaborate with marketing and communications team to build and deliver effective marketing strategies.
- Maintain an ongoing and in-depth understanding of the current research and best practices on Employment Supports for individuals with disabilities, including those with the most significant disabilities.
- Manage and facilitate the APSE Online Community.
- Work collaboratively across the APSE team to assess and meet the needs of Membership.
- Provide monthly reporting of progress to Executive Director for presentation to the National Board.

### **Qualifications**

- Minimum three (3) years' experience as an employment support professional
- Minimum of Bachelor's Degree required. Master's degree preferred. Consideration given to candidates with the right combination of education and experience.
- Preferred 3-5 years of experience in a membership association with specific skills in eliciting volunteer collaboration.
- Demonstrated skills and success in project management.
- High energy level and enthusiasm; positive, can-do attitude; adaptable to change.
- Extraordinary communication skills, including the ability to be effective verbally and in writing with both internal and external stakeholders. High degree of competence with both verbal and non-verbal communications.

- Demonstrated success in developing and growing professional education and career development programs as revenue-producing business lines, with a track record of success.
- Knowledge of best practice in adult learning, education program design, development and implementation of learning outcomes, development and assessment, Universal Design for Learning principles, as well as distance learning.
- Experience in establishing and maintaining partnerships with service providers and vendors.
- Understanding of Professional Learning Communities (Communities of Practice) required, experience in PLC (CoP) management/facilitation strongly preferred.
- Demonstrated competence and facility in using a variety of technology platforms (exceptional understanding of Microsoft Suite, Adobe, webinar hosting platforms [GoToMeeting, Webex, Zoom, etc.] and others).
- Genuine curiosity and creativity as it relates to problem solving.
- Comfort with ambiguity.
- Entrepreneurial mindset

Salary is commensurate with skills, education, and experience. APSE offers health, vision, dental, long-term disability coverage, SIMPLE IRA, and a generous PTO package.

Interested candidates should submit a cover letter and resume to [apseemployment@apse.org](mailto:apseemployment@apse.org) using the subject line "Professional Development Manager"

Submission deadline is June 1, 2018.