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## **Virginia Association of School Librarians Executive Director**

### **About the Role**

The Virginia Association of School Librarians (VAASL) is an organization of educational professionals and is *the* recognized voice for excellence in Virginia's school libraries. VAASL is the largest organization of school librarians in the state and the Executive Director works to support this organization of volunteers to provide support, resources, connections, professional development, and leadership to its members.

### **Job Description**

#### **Office Operations**

Manage the contact information for VAASL. Work with the VAASL board to provide prompt communication among its membership through digital tools.

#### **Conference Services**

Work with VAASL leadership to plan local and state-wide conferences.

#### **Membership Services**

Maintain membership database and registration fees. Work with the VAASL board to support the needs of its membership.

#### **Financial Services**

Work with the VAASL Treasurer and financial services to maintain up to date and accurate accounting.

#### **Legislative Services**

Work with VAASL lobbyists and membership on legislative issues that have an impact on the library field.

### **Preferred Experience**

- Work in the field of school library services or education
- Google Suite knowledge required, Memberclicks website knowledge preferred, willingness to learn various other technologies
- Experience in management or supervising others

### **Location and Compensation**

The VAASL Executive Director position can be performed from anywhere in Virginia. While much of the work can be done remotely through email and virtual meetings, there

will be travel required for conference planning and attendance. The compensation package will be commensurate with experience and includes paid membership in various professional organizations and free attendance at various conferences. The chosen candidate will be employed as a contract worker.

To apply, send a cover letter and resume to: [PastPresident@vaasl.org](mailto:PastPresident@vaasl.org)  
VAASL will be in touch with candidates and begin interviewing in March. The position will remain open until filled.