

AMPS JOB POSTING

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Please submit your form by email (amps@courtesyassoc.com) or fax (2029738722).

Date Posted:	Tuesday, June 29, 2010
Company Name:	National Council of Teachers of Mathematics (NCTM)
Company Address:	1906 Association Drive Reston, VA 20191
Contact Email:	careers@nctm.org
Job Description:	<p>The National Council of Teachers of Mathematics (NCTM) is a nonprofit association that serves as a public voice of mathematics education, providing vision, leadership, and professional development services and support to teachers. Serving nearly 100,000 members, NCTM is the world's largest organization dedicated to improving math education for all students. NCTM has 100 employees and is conveniently located in Reston, VA. We are currently seeking an Annual Meeting Coordinator to provide administrative support to our Annual Meeting/Conference Services Department.</p> <p>Responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Work in coordination with the Annual Meeting Program Planner in the execution of the Annual Meeting and Exposition program planning process. • Work in coordination with the Annual Meeting Program Planner in the planning and execution of the Annual Meeting Program Committee planning meetings. • Maintain Conference Database for Annual Meeting and Expositions. • Work in coordination with the Annual Meeting Planner in the planning and execution of the logistical components of Annual Meeting and Exposition. • On-site assistance at Annual Meeting and Expositions • Other general administrative support. <p>Ideal candidate must know/have the ability to do the following:</p> <ul style="list-style-type: none"> • Ability to take initiative, attention to detail, maintain self- motivation, and work well with others. • Knowledge of Association's workflow and conference operations. • Strong written and verbal communication skills. • Knowledge of Microsoft office required. • Ability to travel as required to support NCTM meetings and conferences. • Comprehensive knowledge of professional meetings management. <p>Requirements:</p> <ul style="list-style-type: none"> • High school diploma. Associates degree desired. • 1-2 years conference work experience preferred. <p>NCTM offers a 37.5 hour work week; an outstanding benefits package including 100% immediate vesting in a mandatory, generous retirement plan; comprehensive health/dental insurance; tuition assistance; free parking; and much more. NCTM is a three time recipient of the CARE Award (Companies as Responsive Employers).</p> <p>Serious candidates will include their salary requirements with their resume when responding to this ad, to: careers@nctm.org, ATTN: AMC in the subject line. Salary starts at \$32,000.</p> <p>No phone calls please. NCTM is an Equal Opportunity Employer.</p>