



## ACCSC Volunteer & Events Coordinator

If you thrive at the intersection of people, purpose, and planning, this role offers the chance to make a meaningful impact every single day. As the Volunteer & Events Coordinator, you'll play a key part in supporting ACCSC's mission by strengthening our volunteer network and helping deliver high-quality events and workshops that shape the accreditation experience for institutions nationwide. You'll join a collaborative, mission-driven team where your organizational talent, communication skills, and passion for relationship-building will shine.

### Key Responsibilities

- Build, train, and support a diverse network of volunteers who participate in on-site evaluations, committees, panels, and specialized roles
- Partner with staff and volunteers to develop training and professional development resources and opportunities
- Support the Manager of Member Services and Events with events planned for accredited schools
- Help cultivate strong relationships with vendors and sponsors

### What We're Looking For

- 3-5 years professional office experience, with Bachelor's Degree preferred
- Proficient in Microsoft Office Suite and ease with learning new database systems
- Excellent written and oral communication skills, especially with clarity and professionalism
- Exceptional attention to detail but flexible enough to adapt when plans shift
- Comfortability juggling multiple projects and deadlines
- Delivering polished, reliable work individually and as part of a team
- Available to travel 1-2 weeks per quarter

### Why Join Us?

- Opportunity to join a mission-driven environment where your work truly matters
- Grow your skills in event planning, volunteer management, and professional development
- Engage with a collaborative team that values initiative, creativity, and continuous improvement
- Competitive compensation and benefits package

Interested candidates are requested to submit a letter of interest and a resume to [hr@accsc.org](mailto:hr@accsc.org). This is an Arlington, VA based position.