

Job title	<i>Volunteer & Events Coordinator</i>
Reports to	<i>Associate Director of Commission Affairs</i>
Department	<i>Commission Affairs</i>

Summary

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 evaluation, committees, panels and specialized roles.
- Partner with staff and volunteers to develop training and professional development resources and opportunities.
- Support the Associate Director of Commission Affairs with events planned for accredited schools
- Help cultivate strong relationships with vendors and sponsors.

Qualifications:

- 3-5 years of 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.
- Deliverance of polished and reliable work individually and as part of a team.
- Available to travel 1-2 weeks per quarter.
- Ability to lift up-to 30 lbs.

Why Join:

- 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

Position Type

This is a (hybrid) exempt position. This is an Arlington, VA based position.

Salary Range

\$55-65K

Benefits: Comprehensive benefits package including medical, dental, vision, paid time off, paid holidays, retirement plan, and other employer-sponsored benefits.

To Apply

Interested candidates should submit a letter of interest, resume and salary requirements to hr@accsc.org.