



AMERICAN CONFERENCE *of* CANTORS
Sacred music. Spiritual leadership. Jewish life.

ACC PROFESSIONAL DEVELOPMENT COORDINATOR

Preamble

Professional development stands at the very core of the work of the American Conference of Cantors. As in all professions, continuous learning and collaboration with colleagues is fundamental to the long term career success of any cantor. Perhaps even more importantly, studies show that ongoing, engaging professional development is one of the most essential factors in keeping professionals satisfied and happy through retirement. Moreover, the ACC Executive Board recognizes the mandate from the work of our Strategic Planning Initiative regarding bolstering and refocusing our professional development offerings with a broad objective of fully equipping our membership with the tools and learning necessary for our ever changing and growing profession.

The Committee for Continuing Professional Development has worked hard over the years to fulfill the needs of our members on an entirely volunteer basis. CCPD programming has covered a diverse array of topics including musicology, liturgy, technology, professional skills, history, repertoire and much more. It has, however, become clear that the work of a volunteer committee is simply insufficient to meet the needs of today's Cantorate. Those needs require the services of a paid professional tasked with managing and developing the programs of professional learning and recognition that we offer to our members. It is for this purpose that we propose that the ACC create the position of ACC Professional Development Coordinator (PDC).

The ACC Professional Development Coordinator

The PDC position shall be part time and estimated to be an average of 10 hours per week with concentrated times potentially requiring increased hours during the year. The PDC will report on a regular basis to the appropriate VP of the Conference.

Working in close partnership with the Committee for Continuing Professional Development (CCPD) and the Vice President for Professional Development, External Policy & Placement, the PDC will oversee the implementation of the full program of PD made available by the ACC including, but not limited to:

1. Webinars (both "one-shot" and continuing series)
2. In person gatherings (both convention and other opportunities)
3. Events coordinated in partnership with other organizations (i.e. the CCAR)

The PDC shall also be responsible for the continued development and administration of Ma'alot Limmud, the ACC's recognition program for the individual progress each member makes with his/her own professional development.

The PDC will also be available for consultation with individual members about PD opportunities they may wish to pursue including training and certification programs in areas such as pastoral care, non-profit management, development, and musical skills enhancement.



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Travel will include but is not limited to attending the ACC/GTM Convention. Travel policies are governed by the ACC Employee Policy Manual. Benefits as governed by the ACC Employee Policy Manual.

The PDC position shall be part time and estimated to be an average of 10 hours per week with concentrated times potentially requiring increased hours during the year. The PDC is accountable to the Chief Operating Officer with regards to budgeting for CCPD programs as well as office and related administrative matters and to the appropriate VP of the Conference with regards to all other aspects of this position including visioning, goal setting, and performance.

Requirements –

1. Graduate degree
2. Cantorial ordination or Certification or Rabbinic ordination preferred but not required
3. Strong backgrounds in Jewish studies and Education
4. Preferred background in professional development
5. Technological proficiency
6. Strong organizational and interpersonal skills

Salary: Mid-Teens

Term: Two Years

Start date: August 1, 2016