**Jobs Chair**

**Purpose:** The chapter jobs chair provides chapter members with information and resources to aid in their job searches and career development.

**Key Responsibilities:**

* Serve as the main contact for chapter members looking to post or share open positions
* Manage the chapter jobs listings in the chapter newsletter, website, social media, and/or meeting announcements, ensuring that content is relevant and up-to-date
* Facilitate cross-posting of career opportunities with ASSP jobs board

**Support:**

* Transition meeting with outgoing chapter jobs chair
* Additional support available from chapter president and ASSP Chapter Services

**Benefits:**

* Opportunity to develop leadership and project management skills
* Opportunity to expand professional network
* Earn certification maintenance points

**Time Commitment:**

* Term of office: Preferably 1 year, July 1 - June 30
* Average hours per month: Up to 3 hours

**Qualifications:**

* Must be an ASSP member in good standing
* Helpful to have or be willing to develop knowledge of local jobs market and/or relationships with local businesses

**Specific Duties:**

* Complete officer training in Community Leader Resources:
1. Society overview
2. ASSP Code of Professional Conduct
* Develop/update and manage a process submission and management of jobs for posting either on chapter website or ASSP jobs board by chapter members and local businesses
* Establish/update criteria for jobs that the chapter will post
* Maintain records of chapter members who have gained employment through chapter job postings and report results to chapter membership chair
* Work with chapter secretary and/or chapter communications chair to distribute job notifications through chapter’s newsletter, website, social media and other channels
* Work with chapter program chair to distribute job notifications at chapter events
* [additional chapter-specific duties]
* Provide ASSP Hardship membership information to members experiencing a hardship due to unemployment