

**MassNAELA
Chapter Director
Job Description
Final 8/15/18**

The Massachusetts chapter of the National Academy of Elder Law Attorneys (MassNAELA) consists of over 460 lawyers who work with older clients, disabled clients of all ages, and their families. MassNAELA provides its members with education, information, networking, and assistance with the many specialized issues involved with legal services for seniors and people with special needs. MassNAELA provides the general public with information, advocacy on legislation affecting the elderly and those with special needs, and assistance in finding qualified attorneys who specialize in the legal needs of the elderly and those with special needs.

We are the biggest and most active NAELA chapter in the country, and we are hiring a Chapter Director. We seek someone who is passionate about our cause, and who exhibits the organization and communication skills to successfully perform the varied duties of our Chapter Director. We seek someone who will stay with us for many years, becoming our keeper of institutional knowledge, and the glue that binds the several parts of our organization.

Responsibilities include:

- Coordinate programming and meetings – usually ten per year (currently at the Boston Marriot in Newton):
 - Interface with respect to all details with hotel (meeting rooms, meals, equipment, etc.).
 - Coordinate speakers, solicit and secure presentation materials in advance from speakers, & and organize presentation materials to be distributed in a digital format to attendees prior to meetings.
 - Promote programs to members via online communications and manage registration process.
 - Staff registration desk on-site day of meeting.
 - Solicit vendor sponsorship for meetings and coordinate with sponsoring vendors for each meeting.
 - Post-event, review bill from hotel for accuracy, clarify any errors, then forward to treasurer and programs committee chair for payment.

- Manage webinars (currently about five per year):
 - Coordinate speakers.
 - Promote programs to members and manage registration process.
 - Facilitate and oversee webinars to ensure webinar technology is satisfactorily operating for presenters and attendees.
- Maintain Chapter website:
 - Create and upload program notices/event registration pages to website.
 - Coordinate with EventBrite and Constant Contact to market events to membership.
 - Update various member-only resource pages with case law, articles, publications, program materials, etc.
 - Format and upload committee minutes to website.
 - Serve as intermediary between membership and national NAELA for login issues.
 - Work with publications committee to update MassHealth Board of Hearings database, including quarterly requests for fair hearing decisions from Board of Hearings.
- Manage all email blasts to members (meetings, minutes, advocacy, etc.).
- Manage monthly newsletter:
 - Motivate members to prepare content.
 - Format and distribute to members electronically.
 - Secure and maintain advertising.
- Manage relationship with vendors:
 - Maintain vendor list on website.
 - Coordinate and organize annual vendor fair.
- Annually update and maintain Written Information Security Program (WISP) in compliance with MA law.
- Document retention/gather and maintain archival records.
- Support members:
 - On-board new members.
 - Respond to phone calls and emails within 24 hours.
- Support Board, E-Board & Committees:
 - Work with Board in order to fulfill the organization's mission.

- Staff board meetings (collect and distribute reports beforehand, take notes and distribute afterwards).
 - Staff monthly E-Board calls (set date/time, collect and distribute reports beforehand, take notes and distribute afterwards).
 - Staff monthly calls of each committee (currently six) (same roles as for E-Board calls).
 - Detect overlap or synergy among different committees and connect them as appropriate.
 - Communicate effectively with the Board, in a timely manner, all information necessary for the Board to function properly and make informed decisions.
 - Work with E-Board members as needed.
 - Assist treasurer on financial matters.
- Foster relationships with complementary organizations serving seniors and/or individuals living with disabilities.
- Regularly pick up mail from chapter P.O. box and forward mail to president or treasurer, as appropriate.
- Maintain and update procedures manual.
- Maintain detailed time records.
- This is a new position. As such, supervisor(s) and Chapter Director will meet frequently to assess appropriate allocation of time and responsibilities.
- Possible opportunity for growth to increased responsibilities to lead and manage the organization.

Skills and Traits Required:

- Strong interest in issues experienced by elders and the disabled.
- Warm and friendly.
- Comfort with web-based applications, such as Wordpress and EventBrite.
- Attention to detail and accuracy.
- Ability to work well with attorneys (who, as a practice, pay very close attention to detail).
- Ability to work well independently. Able to set and honor self-imposed deadlines and deadlines required by MassNAELA.
- Able to juggle several "moving parts" within projects.
- Strong written and oral communication skills.

- Ability to interface and engage diverse volunteer groups.
- Experience with planning and managing events.

Preferred:

- Experience working with attorneys or in the legal field.
- Previous experience working with volunteers.
- Previous demonstrated experience administering a nonprofit or educational organization.

Physical Requirements:

- Able to work on computer for extended periods of time.
- Able to speak clearly and communicate by phone and attend conference calls.
- Able to be present at board and dinner meetings (currently about ten per year, at the Boston Marriot in Newton, with Chapter Director being present from 1:00 p.m. – 6:30 p.m.).

Location:

We do not have a dedicated office. You could work from home or another remote location of your choosing.

Pay:

This is a part-time employee position. Rate is \$42,000 per year, with no benefits. We estimate 20-25 hours per week, with some periods of the year being busier, and other periods being quieter.

Applying:

Please email your cover letter and resume in a pdf format to Tracey A. L. Ingle, Esq. at tracey@inglelaw.com. The subject line of your email should say "Next MassNAELA Chapter Director" (with, or without the quotation marks.) Only emails with this specific email subject will be considered for the position.