MPCAC Accreditation Coordinator

The Masters in Psychology and Counseling Accreditation Counsel (MPCAC; http://mpcacaccreditation.org) is seeking a part-time Accreditation Coordinator (25 hours/week) to work remotely, assisting the executive director in managing the growth of our organization. MPCAC accredits academic programs that provide science-based education and training in the practice of counseling and psychological services at the master’s degree level, ensuring the quality of programs with the primary purpose of protecting students and the public.

Duties of the Accreditation Coordinator include marketing and outreach to master’s programs throughout the US, managing the accreditation process for programs seeking accreditation, assisting our accountant in managing organization finances, assisting with the management of accreditation materials, and managing communication and digital platforms. The Accreditation Coordinator will report to the Executive Director.

We are seeking someone who has integrity and is adaptable, is a team player while at the same time is able to work independently, is resourceful and takes initiative, has strong organization and planning skills, has strong oral and written communication skills, has a customer focus and is self-aware and able to take constructive feedback. This individual must also have strong technology skills and familiarity/comfort with digital platforms. A master’s degree or related experience is preferred, particularly in the areas of counseling, education, or accreditation.

Please submit a cover letter, current resume, and names with contact information for at least two references to mpcaced@gmail.com. Preference will be given to applications received on or before July 15th; the search will remain open until the position is filled.