



**Career Opportunity with Capitol Hill Management Services
Seeking Association Executive to Serve International Client,
Computer Science Teachers Association**

CHMS is seeking an experienced association executive with exceptional interpersonal, organizational and communication skills to join our growing team to serve Director of Resources for the Computer Science Teachers Association, an international professional association headquartered in our Albany, New York, Office.

CHMS has been providing quality association management services to organizations for over 35 years. We have an established record of success in providing administrative solutions to national, statewide and regional professional and non-profit organizations.

CSTA is a professional membership organization that supports and promotes the teaching of computer science. CSTA provides opportunities for K-12 teachers and their students to better understand computer science and to more successfully prepare themselves to teach and learn. Founded by the Association for Computing Machinery (ACM) in 2004, CSTA has grown into a dynamic and vibrant organization of professionals interested in supporting computer science education in K-12. Today, our membership consists of more than 23,000 members from more than 145 countries. These members include elementary, middle, and high school teachers; college and university faculty; supportive members of industry and government, school administrators, other non-profits, and parents.

The Director of Resources is part of a collaborative team serving the client. Duties include: providing allocation of association resources, supporting member involvement, planning events, coordinating programming, maintaining current information on website and social media, and distributing electronic communications, and working with an active volunteer board and committee members.

Desired Qualifications

Bachelor's or Master's degree in related field, 2-5 years of association management experience, excellent communication skills, organized, detail-oriented, personable, flexible and member-focused, able to simultaneously manage multiple projects, and meet tight deadlines, writing and editing skills. Strong familiarity with Microsoft Office Suite, AMS software and collaborative/sharing platforms are desired.

Interested candidates should send cover letter, resume, and salary requirements via e-mail only to: careers@caphill.com.

Capitol Hill Management Services

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