

Project & Volunteer Manager

Are you an organized and dynamic professional passionate about managing projects, collaborating with volunteers, and contributing to a mission-driven organization? Join **CAMICB** as our next **Project & Volunteer Manager!**

About Us:

CAMICB (Community Association Managers International Certification Board) is dedicated to advancing professionalism and excellence within the community management industry. Our mission is rooted in equity, diversity, and maintaining high standards for education and certification.

Your Role:

As a **Project & Volunteer Manager**, you will:

- Oversee the development and improvement of exam preparatory materials (firewalled from exam content).
- Manage volunteer committees and coordinate standards enforcement processes.
- Ensure compliance with industry accreditation standards like NCCA and ISO 17024.
- Collaborate on continuing education initiatives and budget management.
- Provide top-notch support to stakeholders, credential holders, and applicants.

What We're Looking For:

- A bachelor's degree in project management, Education, Liberal Arts, or a related field.
- 3-5 years of project management experience, ideally with education content or certification programs.
- Strong communication and organizational skills, with a talent for engaging volunteers and stakeholders.
- Familiarity with NCCA and ISO 17024 accreditation standards (a plus).

What We Offer:

- An opportunity to make a meaningful impact in a professional and supportive environment.
- A collaborative team that values innovation and equity.
- A chance to contribute to the future of community association management certification.

Location:

Based at our headquarters in Falls Church, VA, with occasional travel for events and meetings.

How to Apply:

Ready to join a team dedicated to excellence? Submit your resume, cover letter and salary requirements to be considered to hrforms@caionline.org.

Let's build the future of community association management together!