

Seeking MEPI Executive Coordinator candidate

MEPI is seeking nominations for Executive Coordinator for the organization. This is the only paid position within MEPI.

The position will become available shortly after the February 2023 MEPI Conference. Ideally, we would like to have the candidate named in time to learn the responsibilities of conference organization for the Feb. 2023 conference and the upcoming Fall retreat of 2022.

Presently the virtual office is located in Indiana but will be housed wherever the newly hired Executive Coordinator resides. Hours are generally 9am - 5pm with times being available for calls and meetings outside of these hours.

Organizational skills and computer competence are essential for this position. Organizing Board functions, helping and supporting all MEPI committees, and having open, positive and timely communications with all members is crucial. The Executive Coordinator manages or supports a website, Facebook page, Instagram profile and email. The Executive Coordinator maintains records of all individuals, schools and history related to MEPI using cloud files along with very basic hard copies for back-up.

For further details, please contact MEPI board President, Dr John Moncure at: johnmoncure@gmail.com.