

LPCA Director of Administration and Member Services

Who is the LPCA? LPCA is an organization that unites Licensed Professional Counselors (LPCs) and future LPCs in the state of Georgia. We represent the interests of Professional Counselors to both state and national legislators and to the Georgia Composite Licensing Board.

LPCA raises public awareness about mental health issues and the role of LPCs, promotes ethical and professional standards for practice and licensure, and provides training and networking for its members. LPCA is a standalone independent organization that is also a state chapter of the American Mental Health Counselors Association (AMHCA).

LPCA is also a great place to work.

Job Description:

The Director of Administration and Member Services is a vital member of the LPCA team. This Director will oversee the membership and community engagement with a focus on executing the strategic direction for the organizations continued growth and success. This position will work very closely with the Executive Director / CEO to plan for and carry out activities that increase LPCA's visibility and its ability to effectively carry out its mission.

Job Responsibilities:

- Assist the President and CEO in the research, identification, development and implementation of workshops, networking events and other opportunities to assist and promote counselors
- Foster relationships with members, volunteers, sponsors, and other like organizations
- Leads the association's overall efforts to recruit, retain, and engage membership
- Oversees Membership and Community engagement
- Help to answer calls coming in to the office
- Respond to email inquiries in a timely fashion
- Persuasively communicate LPCA's mission and programs to potential members
- Identify compelling opportunities and new programs to match LPCA goals
- Assist members at public events and assist those conducting trainings and presentations as required

Qualifications:

- Have earned at least a Bachelor's degree, preferably a Master's degree
- Proficient in MS Office (Outlook, Excel, Word, and PowerPoint)
- Strong written and verbal communication skills
- Excellent organizational and prioritization skills
- Strong customer service, fundraising, and relationship-building orientation
- Ability to work independently, as well as part of a team
- Outgoing personality / being a "People Person" with a positive outlook
- Experience with an AMS system is a plus
- Technical skills are a big plus (i.e., IT support, webpage development / management, database management, etc...)

- Non-profit Association experience is a big plus

If you think this position is a good match for you, please email your resume to lpca@lpcaga.org.