



## PROFESSIONAL DEVELOPMENT MANAGER

### Position Summary:

<b>Position Title:</b>	Professional Development Manager of IAP2
<b>Location:</b>	Virtual Office (International Travel Requirement)
<b>Salary Range:</b>	A flat rate of \$4,500 per month - \$55,000 per year (USD)
<b>Contract Type:</b>	Part-time Contractor (approximately 20 hours per week)
<b>Contract Status:</b>	12-month Contract (reviewed and renewed annually)

**Job Description:** An exciting opportunity exists at IAP2 for an exceptional candidate who is suitably qualified and experienced to fill the position of Professional Development Manager. The successful incumbent will provide leadership to and manage the training activities of IAP2, develop and foster a culture of innovation and collaboration, project manage strategic initiatives and contribute to the strategic management and leadership of the organisation.

**Is this for you?** If you have excellent written and spoken communication skills, proven ability to work and contribute effectively in intercultural environments with stakeholders from different countries and diverse cultures, and have the knowledge and experience of working in the non-profit sector at a management level, please apply.

**Interested?** Visit [www.iap2.org](http://www.iap2.org) for a job information kit or to make an application. For any further information contact Amelia Shaw, Interim Executive Director, at [actingED@iap2.org](mailto:actingED@iap2.org).

**Deadline:** Applications must be sent to Ellen Ernst at [operations@iap2.org](mailto:operations@iap2.org) on or before **25 March 2013 at 5pm** (USA, Colorado time). Applications must address the full requirements of the job outlined in the job information kit which can be obtained by visiting our website at [www.iap2.org](http://www.iap2.org) or sending an email to Ellen Ernst at [operations@iap2.org](mailto:operations@iap2.org). Applications in written English only will be accepted.