POSITION ANNOUNCEMENT

BUSINESS MANAGER

FOR THE

INTERNATIONAL BULLYING PREVENTION ASSOCIATION

POSITION DESCRIPTION: The Business Manager will perform administrative tasks for the International Bullying Prevention Association, a non-profit corporation dedicated to the prevention of bullying through research, technical assistance, dissemination of information, and annual conferences. The Business Manager will work at the direction of the Association's Board of Directors and will report to the President. The position of Business Manager will be a part-time position and the Business Manager will be an independent contractor and not an employee of the Association. The actual Agreement between the Business Manager and the Association will be set forth in a contract entered into by the Business Manager and the Board of Directors.

MINIMUM QUALIFICATIONS: The Minimum Qualifications for the position are:

1. Experience in financial bookkeeping for a business enterprise, either profit or non-profit, including profit and loss statements, bank and other financial records, bank reconciliations, and state and local tax returns.

2. Demonstrated ability to work independently on multiple tasks.

3. Demonstrated ability to communicate effectively in writing and speaking, with consistent high proficiency in spelling and grammar in the English language.

4. Experience with computer programs, including, but not necessarily limited to, word processing, accounting, spread sheets, and email.

5. Ability to make oneself available for telephonic meetings of the Board of Directors and Working Committees and for attendance in person at the Association's annual conferences.

6. Ability to coordinate and schedule online meetings of the Board of Directors and the various Working Committees.

7. Demonstrated ability to route telephone calls and email messages to the appropriate recipient in a timely fashion and experience in dealing with members of the general public.

8. Experience in record-keeping and storage.

9. Demonstrated eligibility to secure a performance bond or similar instrument to protect the Association from any losses resulting from the Business Manager's neglect of duties.

PREFERRED QUALIFICATIONS:

1. Possession of a post-secondary degree from a certified educational institution, or an Associate Degree from a two-year institution.

2. Experience in working for, or participating as a member of, non-profit corporations.

3. Knowledge of bullying prevention programs and issues, ideally through professional educational activities.

4. Knowledge of website development and maintenance and familiarity with web authoring software.

5. Familiarity with the International Bullying Prevention Association, either through memberships, attendance at an annual conference, or independent study.

6. Experience in grant writing.

7. Familiarity with human subjects research programs and the legal requirements for such programs.

8. Experience in working with public educational institutions, ideally in the K-12 school setting.

9. Experience in drafting and disseminating news media releases and coordinating news media interviews.

10. Fluency in a language other than English.

COMPENSATION: The Business Manager shall, for the term of the initial contract, be compensated at the rate of $13,200, payable in monthly installments of $1,100.00. The Agreement is based on a total of 520 hours worked annually ($25.3846 per hour).

TERM OF CONTRACT: The term of the Business Manager's contract will be one year, beginning the date the contract is approved by the Board of Directors.

NON-DISCRIMINATION: The International Bullying Prevention Association does not discriminate on the basis of race, color, age, disability, religion, sex, national origin, sexual orientation, veteran's status, or genetic information.

APPLICATION DEADLINE: Interested applicants must submit a letter of interest, resume and (optionally) curriculum vita on or before **March 5, 2010**. *Applicants must include the name, address, email address and telephone number of three professional references*. Please send application materials to:

The International Bullying Prevention Association
Attn: Recruitment Committee
Post Office Box 283
Lowell IN 46356
Or send as email attachments to:
info@stopbullyingworld.org