



August 2019

POSITION ANNOUNCEMENT

Accreditation Coordinator

Seeking a part time Accreditation Coordinator.

The mission of MEAC is to promote excellence in midwifery education through accreditation. It creates standards and criteria for the education of midwives. MEAC standards incorporate the nationally recognized core competencies and guiding principles set by the Midwives Alliance of North America and the requirements for national certification of the North American Registry of Midwives.

The purpose of MEAC is to establish standards for the education of competent midwives, and to provide a process for self-evaluation and peer-evaluation for diverse educational programs. MEAC is a non-profit organization approved by the U.S. Secretary of Education as a nationally recognized accrediting agency.

In all of its dealings, neither MEAC nor any of its duly authorized agents shall discriminate, harass, retaliate or discipline, nor tolerate the discrimination, harassment, retaliation or discipline against any individual or group on the basis of their actual, implied or perceived: race; color; national or ethnic origin or ancestry; religion or creed; sex, gender, gender identity or expression, including transgender identity; sexual orientation; marital status; familial status; age; disability; genetic information; or any other protected category under federal, state or local law.

To apply, please submit a cover letter, resume, and a writing sample to info@meacschools.org by August 30, 2019. Interviews for qualified candidates will begin in early September.

The Accreditation Coordinator will organize and oversee activities related to initial accreditation, renewal of accreditation, maintenance of accreditation, and substantive change applications for member schools. This individual must exercise independent judgement, discretion, and sensitivity at all times during the accreditation process.

Compensation: \$22 for first three month, after training period is completed successfully \$25/hour (paid monthly), plus benefits (monthly office expense stipend, monthly health/retirement stipend, paid holidays, paid time off)

Hours and duration: flexible schedule of 20 hours per week in a virtual office environment

Minimum Qualifications

1. Baccalaureate degree
2. Five years professional work experience
3. Excellent written and oral communication skills
4. Ability to think and work independently
5. Administrative capabilities demonstrated by previous work experience
6. Familiarity and skill in word processing, electronic record keeping, PowerPoint
7. Demonstrated skill in writing and analysis
8. Ability to contribute to and advance team efforts
9. Willingness to travel
10. Highly organized and task oriented.

Desirable Qualifications

1. Commitment to the promotion of excellence in midwifery education through accreditation
2. Experience with direct-entry midwifery education
3. Knowledge of MEAC accreditation policies and procedures
4. Experience in the field of accreditation and/or higher education, including scheduling and conducting on-site evaluations
5. Background working with volunteers
6. Ability to start immediately