



AATSP
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**National Spanish
Examinations**



**Job Opening
NSE Program Support Coordinator
Full-time Position**

Do you want to join a dedicated team working to engage the multilingual members of the American Association of Teachers of Spanish and Portuguese (AATSP)? The AATSP is the premier national association representing educators and language professionals of Spanish and Portuguese (K-16+)—is recruiting for a full-time twelve-month NSE Program Support Coordinator.

The AATSP seeks a dynamic, highly motivated and energetic individual to work closely with AATSP staff, language educators, administrators, and other professionals in the language education sector. The AATSP is looking for a self-motivated program coordinator to support, organize, and assist with marketing and finances for *National Spanish Examinations* program. The office is located in Chesterton, Indiana. *National Spanish Exams* is a motivational test and contest given since 1957 to recognize student achievement in the study of Spanish and to stimulate further interest in the teaching and learning of Spanish. Prior to the pandemic, roughly 150,000 students took the exam annually. Outstanding students and teachers are eligible for prizes such as scholarships and travel. NSE also offers the *National Portuguese Exam* (NPE), *National Spanish Assessment* (NSA), and *National Spanish Challenge* (NSC) for elementary students.

General Responsibilities:

- Answer questions and assists members regarding NSE, NPE, NSC, and NSA
- Assist with processing forms and payments related to the above programs
- Assist with testing registration
- Tracks and reports data for all above programs
- Support in managing social media, including Facebook and Twitter
- Assists AATSP Financial Services Director by preparing bank deposits for NSE program
- Supports the management of marketing campaigns
- Supports NSE chapters as needed
- Assists with processing AATSP membership renewals combined with test registration payments
- Works closely with the test platform that includes registration, fee, reporting, etc.)
- Verifies current AATSP membership for teachers administering exam
- Helps with distribution of awards/medals/certificates
- Miscellaneous
 - Assist with annual conference
 - Other duties as assigned

Qualifications:

- Possesses strong communication and interpersonal skills with co-workers and educators

- Displays ability to work in teams with Indiana staff and in the AATSP National Office (Birmingham, AL)
- Shows initiative in working independently and can take the lead
- Possesses professional level English in speaking and writing
- Demonstrates a minimum intermediate language proficiency level Spanish and/or Portuguese in speaking and writing
- Demonstrates evidence of cultural literacy (knowledge and appreciation of Spanish- and Portuguese-speaking cultures)
- Possesses strong technological skills, Microsoft Excel required and experience with the Microsoft Office Suite, ability to work in online membership software and database
- Has impeccable ethics and understands the confidential nature of tests and test scores
- Appropriate tone and presence on phone and in written email messages
- Possess problem-solving skills to support all aspects of the NSE/AATSP
- Strong attention to details

Educational level:

minimum two years required; four years BS or BA preferred

Benefits:

Competitive salary commensurate with experience and qualifications

Generous paid time off (PTO)

Benefits allowance

Located in Chesterton, Indiana, in Northwest Indiana (not a remote position)

Minimum Experience: 1-3 years

Required Travel: 3-7%

Reports to: Lisa Greenman, NSE Director, and Sheri Spaine Long, AATSP Executor Director

Desired start date: July 19 or until filled

Application close date: until filled

Procedure for Application:

1. Cover letter that explains your interest, outlines your qualifications, and states your salary requirements
2. CV or resume
3. Application form
4. All applicants must apply directly to Lisa Greenman, NSE Director. Please send your
5. complete application materials to lgreenman@nationalspanishexam.org . Only digital applications will be accepted.
6. Screening interviews will be held on Zoom. Finalists will be invited for an in-person interview in the Chesterton office.

AATSP celebrates diversity and is an AA/EOE employer. Applicants may be subject to a background check. The candidate selected for this position must meet eligibility requirements to work in the United States.

AATSP Profile:

Founded in 1917, the American Association of Teachers of Spanish and Portuguese (AATSP) is the oldest, largest, and most comprehensive language-specific professional association in the United States. Our

10,000 members are educators from elementary through graduate school who endorse our mission to promote, develop, and advance the teaching of Hispanic, Luso-Brazilian and related languages and cultures in the United States and in other countries. Along with the association's other programs, publications, and projects, each summer the AATSP holds an annual conference in either the United States or in a Spanish- or Portuguese-speaking country. For more information, visit www.aatsp.org.