



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Jobs Chair

Purpose: The chapter jobs chair provides chapter members with information and resources to aid in their job searches and career development.

Key Responsibilities:

- Serve as the main contact for chapter members looking to post or share open positions
- Manage the chapter jobs listings in the chapter newsletter, website, social media, and/or meeting announcements, ensuring that content is relevant and up-to-date
- Facilitate cross-posting of career opportunities with ASSP jobs board

Support:

- Transition meeting with outgoing chapter jobs chair
- Additional support available from chapter president and [ASSP Chapter Services](#)

Benefits:

- Opportunity to develop leadership and project management skills
- Opportunity to expand professional network
- Earn certification maintenance points

Time Commitment:

- Term of office: Preferably 1 year, July 1 - June 30
- Average hours per month: Up to 3 hours

Qualifications:

- Must be an ASSP member in good standing
- Helpful to have or be willing to develop knowledge of local jobs market and/or relationships with local businesses

Specific Duties:

- Complete one module of officer training in TBD:
 1. Basic training: ASSP overview

- Develop/update and manage a process submission and management of jobs for posting either on chapter website or ASSP jobs board by chapter members and local businesses
- Establish/update criteria for jobs that the chapter will post
- Maintain records of chapter members who have gained employment through chapter job postings and report results to chapter membership chair
- Work with chapter secretary and/or chapter communications chair to distribute job notifications through chapter's newsletter, website, social media and other channels
- Work with chapter program chair to distribute job notifications at chapter events
- [additional chapter-specific duties]