

**Now Hiring: Part-Time Operations Manager**  
**North Carolina School Psychology Association (NCSPA)**

[Operations Manager Job Description](#)

The North Carolina School Psychology Association (NCSPA) is seeking a dedicated and detail-oriented individual to serve as our Part-Time Operations Manager. NCSPA is committed to promoting and maintaining the highest standards of ethics, training, and professional practices in psychological services across public and private schools in North Carolina.

**How to Apply**

**To be considered for this position, please submit the following materials by August 29, 2025.**

**1. Application Statement**

In a brief cover letter, please address your interest in applying for this position. Highlight your experiences in the following areas:

- Number of years of relevant experience in event planning, project management, and/or association operations
- Experience using database management systems
- Experience supporting effective Board operations, including logistics, communication, documentation, training, and financial tasks
- Experience using social media to promote association initiatives

**2. Resume**

Include a current resume featuring:

- Work history
- Experiences related to this position
- Three professional references
- Contact information for each reference

**3. Work Samples**

Please submit a portfolio of work products that relate to this position. (For example: Social media posts, infographics, event planning, communication tools, etc.)

**4. Submission Instructions**

**Submit all documentation in PDF format to: [ncspaomapplications@gmail.com](mailto:ncspaomapplications@gmail.com)**

***Subject Line: Application – NCSPA Part-Time Operations Manager***

*Thank you for your interest in supporting NCSPA. We welcome applications from both current members and those new to our organization.*