



# ISMETA

International Somatic Movement  
Education & Therapy Association

## Consultant Job Description: Assistant Director

The Assistant Director will work closely with the Executive Director and the ISMETA Board in a leadership and program execution role. This individual will provide support to and coordinate consultants, programs and activities of ISMETA to assure that objectives are attained, plans fulfilled, and ISMETA member needs are met. This individual will maintain effective internal and external relationships with key stakeholders that advance the interests of ISMETA. In close partnership with the Executive Director, they will achieve forward-looking programming and constructive growth of the association.

### Duties, Responsibilities and Authority

Within the limits of the bylaws and policies, the Assistant Director will provide day to day support to the Executive Director and own the execution of the duties set forth below:

1. Co-direct and coordinate all approved programs, projects and major activities of the organization.
2. Attends all meetings of the Board of Directors and Executive Committee.
3. Provides the necessary liaison and support to committee chairs and committees to enable them to properly perform their duties. See that committee recommendations are submitted to the Executive Director, and Board of Directors for consideration and approval.
4. Help plan and execute communications to the general membership which include newsletters, general mailings, news releases, research reports, publications, etc.
5. Support for the planning, promotion and administration of all official meetings of the organization.
6. See that the Board of Directors and Executive Committee are kept fully informed on the conditions and operations of the association, and on all important factors influencing them.

### Relationships

- Responsible to the Executive Director for the administration of the organization and for proper interpretation and fulfillment of all functions, responsibilities, authority and relationships. Reports directly to the Executive Director.
- Liaison to all committees and provides liaison between the committees and the Board of Directors.
- Works closely with Executive Director and the Board Directors in the execution of their responsibilities.
- Maintains relationships with other associations, industry, government, public service organizations and vendors as are desirable or necessary in the best interests of the association and in conformity with the overall goals and objectives of the organization.
- Establishes such relationships as the Board of Directors may specify or as deemed advisable in the best interests of ISMETA.