

Middle Level Coordinator (1-East and 1-West)

Job Description

(3 year term)

Purpose

The purpose of the Middle Level Coordinator is to support and enhance the leadership capabilities of PASC middle level students through communication and promotion of appropriate resources and events.

Duties

*This is a coordinator only position, there is no committee to oversee

- Liaise with all junior high, middle school, and intermediate schools in the commonwealth.
- Produce a junior high/middle school/intermediate school column for each PASC newsletter.
- Provide resources and materials for the PASC website related to Middle Level needs
- Promote and oversee the Middle Level Representative selection process
- Promote Blue (grade 7-9) Summer Leadership Workshops.
- Provide additional services as determined by the PASC Executive Board.
- Serve as an consultant and advisor to the two student middle level representatives on the Executive Board

Other Expectations

- Attend all Executive Board meetings during the year (1 virtual, 1 in person)
 - Prepare a report for each Executive Board meeting
 - Attend any committee meetings, as requested by Committee Chairs
 - Respond to emails and other correspondence in a timely manner
 - Maintain and update all relevant dates on the PASC master calendar.
- More detailed information available upon request

How to Apply

Complete an application, available at <https://www.pasc.net/exec-board-positions>

Please send any questions to executivedirector@pasc.net

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