



**New Hampshire School Nurses' Association**  
**Liaison Job Opening**  
**Posted 9/26/2018**  
**Closing Date: 10/30/2018**

The Liaison functions to facilitate communication and maintain critical connections between the NHSNA Board of Directors and their constituents, partners, and the public. The Liaison works to ensure that the duties performed align with the NHSNA mission and strategic plan.

**Responsible to:** The Executive Board of NHSNA with the President as the point-of-contact

**Desired Qualities:**

- Licensed Registered Nurse in the state of New Hampshire
- Bachelor's or Master's degree in nursing preferred. If candidate has an Associates degree in nursing, the candidate should have the qualifications required to be certified by the New Hampshire Department of Education
- School nurse experience of 5+ years
- Experience in communications
- Familiar with the legislative process
- Understands the laws and rules from the Department of Education, Department of Health and Human Service, the Legislature, and the Board of Nursing
- Strong written and oral communication skills
- Ability to interface and engage people
- Strong public speaking ability
- Committed to transparency and integrity
- Active Listener
- Can analyze and think clearly and creatively
- Works well individually and within a group
- Develops constructive relationships
- Clearly articulates ideas
- Makes informed decisions
- Has good follow through
- Avoids conflicts of interest
- Can write press releases
- Technologically Proficient
- Grant funding experience helpful
- Self-directed with strong organizational skills

**Duties:**

- Maintains thorough knowledge of the NH School Nurses' Association and how this organization impacts students and school nurses in New Hampshire
- Helps NHSNA establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance NHSNA's mission
- Collaborates and communicates successfully with other entities
- Work with the NHSNA Board of Directors to develop a greater understanding of the issues that arise
- Collects, analyzes, and utilizes data and feedback to identify opportunities to improve the relationship between NHSNA and its constituents
- Attends NHSNA meetings as requested by the president of NHSNA
- Refers questions and concerns outside the scope of the Liaison role to the president
- Researches and provides information and resources to enable the Board to do the work of the organization
- Communicates effectively, is prepared, and meets deadlines of work defined by the Executive Board
- Reports to and works closely with the Executive Board to seek the board's involvement in policy decisions, fundraising and to increase the overall visibility of NHSNA throughout the state
- Advocates for the organization whenever the opportunity presents itself and with the direction of the Executive Board of NHSNA
- Writes an annual report for the spring meeting
- Write a monthly report for the Board meeting to keep the Board up-to-date on activities that directly impact NHSNA
- May be called on to present information to the legislature

**Salary:**

The NHSNA Liaison is a contracted position and not an employee of the organization. The sub-contractor will be given a 1099 at the end of the year for tax purposes

This is a year-round position with the budget of \$6000. The sub-contractor will schedule their own hours and submit time sheets for payment at \$30 per hour.

Mileage is paid at the federal rate. Some office supplies reimbursed.

**Contact:**

Any interested candidates should submit a Curriculum Vitae to Kathy Barth by October 30<sup>th</sup>, 2018.

Email: [kathybarth3@gmail.com](mailto:kathybarth3@gmail.com)