

Western States Communication Association

Position Announcement for Executive Director

Western States Communication Association (WSCA) invites applications for the position of Executive Director (ED), the chief operating officer of the Association. The anticipated three-year term is July 1, 2027 through June 30, 2030, with the ED-select working with the current ED during 2027, the transition year. The outgoing ED will be available for consultation during the 2027-2028 year. The three-year ED term is renewable.

Benefits of the position include executive level leadership and administrative experience in organizational operations, interacting with a broad range of stakeholders in the discipline, and service to WSCA and the discipline at large. Support for the position includes a \$20,000 annual stipend (to cover at minimum one course buy-out), as well as a budget for a bookkeeper. The ED-select will also be supported via an Executive Director Assistant.

Requirements of the position include regular and dependable access to a computer, physical and email addresses, reliable telephone access, a physical storage space for financial records, ability to travel approximately four times a year (including WSCA and NCA conventions and two additional trips, at least one of which may be arranged in summer), and institutional support from the applicant's dean or appropriate institutional authority. The selected candidate must be able to work collaboratively with the Executive Council, committees, members, and Association staff and contractors.

As specified in the WSCA Constitution and By-Laws and the Policies and Procedures Manual, the duties and responsibilities of the ED include, but are not limited to:

1. Member services, including assisting the Second Vice President in distributing renewal notices; managing member correspondence and requests; preparing electronic elections and constitution or bylaw changes; and managing convention registration. These duties may be shared with the ED Assistant.
2. Convention planning, including site visits and recommendations; negotiating and signing contracts with convention hotels; scheduling meeting and event facilities and services; contracting for printing of convention programs; and arranging recognition awards.
3. Financial affairs, including working with a bookkeeper or accountant to maintain accounts receivable and payable; developing the annual budget proposal; preparing financial reports; arranging regular external review of books and records; filing federal tax reports; and reviewing investment statements.
4. Working collaboratively with the Executive Council, *Western Journal of Communication* editorial team, committees, members, and Association staff and contractors. These duties may be shared with the ED Assistant.
5. Meeting administration, including scheduling and arranging facilities for the Executive Council and other committee meetings; preparing and distributing agendas; and taking, preparing, and distributing minutes of Executive Council meetings. These duties may be shared with the ED Assistant.
6. Records and communications, including maintaining and distributing handbooks and manuals, the membership database, website updates, reports, minutes, and monthly financial receipts. The ED is also responsible for submitting materials to the archive annually. These duties may be shared with the ED Assistant.
7. Strategic and organizational leadership, including working with the Executive Council and committees to carry out Association priorities, maintain continuity across leadership transitions, and support effective, transparent governance.

The ED must be responsible, well organized, fiscally knowledgeable, attentive to detail, personable, patient, and dedicated to WSCA. Applicants should address their vision for the Association, past or current WSCA leadership and service, or sustained engagement through convention attendance, administrative and organizational experience, experience in collaboration, fiscal and strategic leadership, and their commitment to diversity, equity, inclusion, and belonging. Applicants should describe concrete efforts and activities serving diverse and historically marginalized communities, including continuing education, and related professional or institutional work.

The deadline for applications **Friday, November 20, 2026**. Finalist interviews will be scheduled between November 30 - December 4, 2026.

Applications should be submitted as a single PDF file that includes:

1. a cover letter expressing interest and addressing the qualifications and areas of experience described above;
2. a resume or curriculum vitae;
3. at least one letter of recommendation; and
4. a letter of institutional support from the applicant's dean or appropriate institutional authority.

Applications should be sent by email to the WSCA Executive Director Search Committee at pprasad@westcomm.org.

****Final appointment is subject to Executive Council approval and completion of a signed agreement and securing of relevant institutional approvals.*

Application Deadline: November 20, 2026