

**Title: Education Programs Specialist**

**Reports to: Education Programs Manager**

**Classification: Full Time**

**Salary: \$70,000 – \$80,000**

**About the Org:** California IT in Education (CITE) is a nonprofit professional association serving K-12 technologists in California schools, districts, charters, and county offices of education. More information can be found at [www.cite.org](http://www.cite.org).

**About the Position:** CITE is committed to serving its members with high-quality professional development programs. Under general supervision, the Education Programs Specialist will plan, organize, and administer several education programs. Their primary focus will be overseeing the Technology Management Advancement Program (TMAP). Additionally, they will run a small number of Academy courses and support internal projects. Our organization sits at the intersection of K-12 education, IT, and nonprofit associations and we are open to candidates from any of these professional backgrounds.

**About the Hiring Process:** First-round interviews will be held in mid-Feb, followed by a take-home assignment and final panel interview. We hope to make an offer in mid-March with an ideal start date of April 21.

**Essential Job Duties:**

- Coordinate the Technology Management Advancement Program (TMAP)
  - Administer twice a year application process and select students
  - Source meeting space, supplies, meals, and coordinate logistics for all classes
  - Attend all classes of the program (half virtual, half in-person)
  - Facilitate beginning of each class and communicate regularly with participants
  - Provide support and guidance to students
  - Administer program budgets and expenses
  - Build relationships with facilitators and provide feedback on class content
  - Evaluate program using qualitative and quantitative methods alongside Program Manager
- Support existing Academy program and design new Academy courses
  - Administer Academy courses throughout the year, including managing facilitators, Zoom rooms, and updating program materials
  - Collaborate with peers to design and scale program processes
- Write selected articles, program descriptions, and develop communication strategies to recruit program participants from a diverse array of school districts
- Collaborate with coworkers on team-wide projects that support strategic priorities
- Build trusting relationships with program alumni and recruit them for volunteer opportunities

- Support production of Annual Conference by delivering CITE Education Program presentations and completing event production tasks as part of all-staff team (e.g., registration desk, organizing supplies, etc.)
- Other duties as assigned

## **REQUIREMENTS**

- Minimum of bachelor's degree in program administration, education, adult learning or related field
- At least three years' experience managing project-based work
- At least two years' experience delivering professional content to adults in both in-person and online settings
- Ability to independently manage and prioritize concurrent projects, programs, and tasks
- Experience running programs, including marketing, selection, program administration, and budget
- Excellent oral presentation skills and group facilitation
- Demonstrate respect, honesty, confidentiality, and professionalism at all times
- Preferred: Experience in California K-12 education settings
- Preferred: Working knowledge of IT (technology systems, networking, cybersecurity)
- Preferred: Experience in building digital courses and administering online learning management systems (Instructure/Canvas preferred)

## **ABILITY TO**

- Exercise independent judgement and initiative within organization guidelines
- Communicate with tact and diplomacy when dealing with complex and confidential student and member situations
- Establish and maintain highly effective working relationships with colleagues within and outside of the organization
- Demonstrate strong computer skills and high proficiency in Microsoft Office, Zoom, and Google Workspace

## **WORKING CONDITIONS AND PHYSICAL DEMANDS**

- Ability to lift 20+ pound boxes to a height of three feet and move onto carts or vehicles
- Must be able to remain in stationary position for extended periods
- Constantly operates computer and other office equipment
- Must be able to work irregular hours, including evenings and weekends
- Valid California driver's license
- Ability to travel independently in California to attend live sessions approximately eight days a year; sessions will take place on Fridays
- Ability to travel independently to partner conferences and districts as needed
- Ability to travel independently and participate in CITE Annual Conference (full week, before or after Thanksgiving week depending on year, California locations)



## **BENEFITS**

- Remote position (California residents only)
- Flexible work schedule
- Casual and supportive workplace atmosphere
- 401(k) contribution
- Health, dental, vision, disability, FSA, and life insurance
- Generous sick and vacation leave

This is a remote position based in California with required in-state travel. Our organization is unable to offer employment to non-California residents. If applying from out of state, please provide a cover letter explaining the status of your relocation to California in order to be considered for the position. As a small nonprofit, we are unable to offer relocation assistance.

This is an exempt position. This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned.

CITE is an equal opportunity employer and does not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law.

CITE promotes an inclusive workplace; reasonable accommodation requests for interviews can be made.