

Manager of Education SOLICITATION

Atlanta-based national non-profit organization seeks energetic self-starter for a brand-new position. The Manager of Education for the Construction Owners Association of America (COAA) will lead or co-lead all educational programs and initiatives for this 3,600-member organization. Primary duties will include developing & implementing plans for organizing and sharing COAA's "body of knowledge," assisting with Owner Training Institute® courses, and helping lead education-related efforts to support the organization's strategic goals. Duties will also include working with volunteers; strategic planning and budgeting; and various collateral assignments.

You will be joining a small, but passionate and devoted team that thrives on collaboration and a team-oriented approach to work. Benefits and staff-friendly policies (PTO, paid holidays, sick leave, telecommuting) help ensure a healthy work/life balance.

This position requires the ability to prioritize and operate well in a fast-paced environment – sometimes under pressure and handling multiple tasks simultaneously – while remaining proactive, positive, resourceful, and committed to customer service.

AEC industry and/or association experience is desired, as are superb interpersonal and communication skills.

- ❖ Must be team-oriented, with a high EQ and a proven ability to collaborate with teammates and other stakeholders
- ❖ Excellent organization, project management, and time management skills are required
- ❖ Must be able to think critically, independently, and creatively
- ❖ Candidates should be lifelong learners and naturally curious, with a desire to understand COAA, its members, what they do, and how COAA can better serve & support them
- ❖ Whole-heartedness, transparency, and a healthy sense of humor would be nice, too
- ❖ Applicants need not reside in the greater Atlanta area since the position will mostly entail both virtual/remote work

Salary range is \$55,000 - \$60,000 depending on experience and qualifications, and benefits include healthcare and cell phone stipends and an employer-matched IRA. Please review the complete [position description](#) for more information.

Submit a brief letter of interest, resume/CV, and at least three references (with accurate contact information) to COAA Executive Director Howie Ferguson at hferguson@coaa.org.

The deadline to apply is March 29, 2024.

The Construction Owners Association of America (COAA) is a national, nonprofit (501c-6) organization of and for facilities Owners, particularly those "serial builders" who continuously expand or renovate their built environment. COAA (www.coaa.org) offers a variety of educational platforms to help facility Owners improve their planning and delivery of construction and renovation projects ... and the experience itself.