

Manager of Education POSITION DESCRIPTION

REPORTS TO: Executive Director

STATUS: Full-time/Exempt

LOCATION: Austell, GA / Virtual

The Manager of Education (ME) is a new full-time position with four primary initial responsibilities:

1. Quantifying and cataloging COAA's "body of knowledge" (content in various forms).
2. Researching, developing strategies for, and implementing ideal means of sharing/distributing that content with members and non-members.
3. Leading, assisting with, and/or advising on all COAA educational events and initiatives.
4. Identifying the advantages and disadvantages of a certification or credentialing program for COAA's Owner Training Institute® (OTI); then determining if COAA should pursue either and, if so, developing a plan, schedule, and budget for implementation.

The 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. The ME will work closely with the Executive Director, fellow staff, Board of Directors, committees, other volunteers, and external vendors.

Candidates need not live in the greater Atlanta area since most work can and will be accomplished remotely, but candidates who live in Eastern, Central, or Mountain time zone are preferred. The ME will be asked to work in person for these and potentially other occasions:

- Initial onboarding at the COAA offices in Austell (GA)
- Quarterly staff gatherings in Austell
- National conferences
- In-person Board of Directors meetings

ESSENTIAL DUTIES AND RESPONSIBILITIES

- See above (1-4)
- Staff and support the association's Education Committee
- Support COAA chapters in their development of relevant and timely educational content
- Lead or assist with education-related procurement, contract negotiations, and fiscal management (budgeting, reporting, etc.)
- Secure AIA approval of learning units / CEUs by creating or helping craft tailored learning objectives for each conference session, chapter workshop, or OTI class
- Research, network, and otherwise stay informed on trends, markets, pricing, and other considerations for education and related initiatives

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OTHER DUTIES AND RESPONSIBILITIES

- Assist the Executive Director with – and eventually take ownership of – management of the OTI program, including content development & refinement; faculty recruitment and support; marketing; budgeting; and long-range strategic planning
- Participate in the development of (and adherence to) the organization’s annual budget, particularly with respect to educational expenses and revenue
- Assist colleagues with chapter, conference, and OTI class registration as needed
- Assist staff, Board, and other volunteers with continuous improvement, strategic planning, marketing, and other general efforts to help sustain and grow the organization
- Perform other duties and tasks as assigned by the Executive Director

TRAVEL REQUIRED:

Approximately 3-4 weeks per year. Weekend and evening work may be required.

PHYSICAL REQUIREMENTS: (lifting, packaging, etc.)

Minimal lifting required – usually at meetings.

BENEFITS (if/when the position becomes fulltime)

- ✓ Healthcare stipend
- ✓ Dental/vision insurance (50/50 employer/employee split)
- ✓ Short-term disability and life insurance
- ✓ Cell phone stipend
- ✓ Optional 401k
- ✓ 12 days paid time off (PTO), plus 24 hours sick leave, per year; PTO increases with longevity
- ✓ Nine paid holidays, plus week off between Christmas and New Year’s

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EDUCATION, EXPERIENCE, AND COMPETENCIES:

- Bachelor's degree
- Minimum of five years' professional experience is preferred ... particularly in education-related roles within the design / construction / project management industry and/or for nonprofit associations
- Proven track record of managing learning programs, including curriculum development, and working with subject matter experts
- Strong understanding of instructional design principles and learning program evaluation methodologies
- Team-oriented, with a proven ability to collaborate with teammates and other stakeholders
- Superb interpersonal, "soft," and verbal/written communication and proofreading skills
- Ability to think critically, independently, and creatively.
- Natural curiosity, with a desire to learn and contribute to the mission and strategic direction of COAA
- Excellent organization, project management, and time management skills
- Proficiency with virtual platforms (e.g., Zoom), social media, Microsoft Office, and database/IT systems.