



POSITION OPENING

Title: Education Program Manager

Salary Range: \$35,000 - \$50,000
Job Status: Exempt
FTE Status: Full time
Applications Due: April 25, 2014, 5 PM PST
Location: Portland, OR

Background

The Education Manager's primary responsibilities are to support the planning and execution of EcoDistricts' education programs and events. This includes growing the reach and impact of the annual Summit, Incubator and educational trainings. This position reports to the Events + Training Director and assists in the execution of the annual program work plan, including leading outreach and marketing efforts, providing program development and logistics support, and managing budgets and timelines.

Duties & Responsibilities

Professional Development Training Program

The Events and Training program includes educational trainings hosted by EcoDistricts, partner-hosted trainings, conference shoulder program trainings, conference proposals/speaking engagements and public speaking engagements.

- Participate in development of the Events and Training business plan
- Participate in development of the Events and Training work plan and annual budget
- Contribute to management of the Events and Training budget, including tracking expenditures and revenues and achieving financial targets
- Manage fulfillment of partner organization agreements
- Manage training logistics, including event and travel arrangements, invoicing, and quality control
- Manage calendar for all events and trainings
- Coordinate curricular activities, including the development, evaluation and revision of training materials

- Maintain provider status and training approval for continuing education credit with partners including AIA, APA, GBCI and others
- Coordinate marketing and outreach, including building relationships with channel partners – cities, professional organizations, businesses
- Coordinate training feedback for continual program improvement
- Collaborate with communications position to source and develop testimonials, images and content to promote the training program
- Research and recommend tools and services to improve efficiency in delivery of training programs, from online registration to webinar hosting, etc.
- Collaborate on design and maintain database of workshops and attendees
- Collaborate on production of quarterly and annual Training Report

EcoDistricts Incubator

- Coordinate content production, including faculty and facilitators selection and coordination; curriculum design, publications, website
- Coordinate event logistics including event rentals, food and beverage, AV, travel arrangements
- Coordinate marketing and outreach, including building relationships with cities and professional organizations
- Manage production of final report
- Help identify and recruit potential sponsors

EcoDistricts Summit

- Participate in event planning to help shape the conference
- Coordinate conference consultant(s) to deliver Summit within budget and revenue targets
- Coordinate event logistics including event rentals, food and beverage, AV, travel arrangements
- Manage Program Committee and work activities – education program design, call for proposals and review, outreach, master speaker recruitment
- Coordinate marketing and outreach, including building relationships with cities and professional organizations
- Manage education program approval for continuing education credit with partners including APA, AIA and GBCI, and others
- Help identify and recruit potential sponsors

Marketing and Communications

- Participate in development of Events and Training marketing and communications plan
- Coordinate implementation of marketing and communications plan including outreach with media, event and market channel partners.

Skills & Qualifications

- Bachelor degree or equivalent experience preferred.
- 3-5 years relevant events and /or educational training development and coordination experience preferred. CMP preferred, but not required.
- Familiarity with sustainable neighborhood development best practices preferred.
- Requires an understanding of, and a commitment to advancing the mission and core values of EcoDistricts.
- Strong knowledge of event planning and training development and execution.
- Experience with marketing, outreach, and market development.
- Experience using online convening tools to build online communities, facilitate webinars/trainings.
- Outstanding organization, business fundamentals and project management skills.
- Exceptional ability to see events through all phases of implementation while maintaining timelines, budgets and effectively managing expenses.
- Energetic, innovative, creative self-starter with attention to detail.
- Deadline oriented and creative problem solver.
- Ability to work cooperatively with wide range of personalities, including staff and volunteers.
- Exceptional work ethic and strong integrity.
- Strong computer skills including proficiency in Microsoft Word, PowerPoint and Excel.
- Willingness to travel.
- Ability to work overtime as needed.

To Apply

This position is open to all qualified applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, marital status, or status as a covered veteran. EcoDistricts provides full medical, dental, and retirement benefits. Send cover letter and resume to rina@ecodistricts.org with "Education Program Manager" in the subject line. Application due: 5 PM, Friday April 25, 2014.

About EcoDistricts

EcoDistricts is a fast-paced and entrepreneurial non-profit working towards a big idea to create a global movement and marketplace for revitalizing every city from the neighborhood up. We are creating a convening, advocacy, technical assistance and research platform that brings together leading city builders and urban innovators to promote district-scale sustainable development best practices. For more, visit www.ecodistricts.org.