



Education Programs Manager

Job Announcement

The Education Programs Manager will help to strengthen our growing educational offerings by helping the Senior Director of Leadership Development to develop, manage, and administer the educational programs, services, and opportunities we offer our members.

Duties and Responsibilities

Responsible for assisting the Senior Director of Leadership Development with the development, execution, and evaluation of education programs and events, training materials and the implementation of organizational processes in support of the work. The Education Programs Manager must have a background in program development, coordination, and planning, preferably in an academic and/or nonprofit setting. The following is an example of duties and responsibilities.

- Research of trends in professional development programs for higher education leadership and community college issues for educational purposes.
- Develop, coordinate, and execute education program surveys and assessments, write summaries.
- Assesses the need for and arranges participation of education program speakers, panelists and moderators, and related coordination such as disseminating all communications as needed, tracking acceptances and declines, processing changes, and responding to all inquiries leading up to and during the event.
- Support member mentoring programs.
- Refine and/or develop systems for communication and coordination with presenters, consultants, and services partners.
- Develop content for retention and recruitment activities in support of education programs.
- Research and develop training materials.
- Provide staff support to advisory committees in the deliberative process of assessing the need for and review of education and leadership development programs, services, and publications.
- Generate reports detailing the status of programs and work in-progress.
- Work collaboratively with and update team members and volunteers regularly regarding all education program planning, progress, and changes to ensure completion of milestones and deliverables.
- Update and maintain publications and program information on the website.
- Assist in assembling and proofing all copy for the preliminary and final programs.
- Respond to member inquiries.
- Travel to event sites.
- Perform other duties as assigned by the Senior Director of Leadership Development.

Important Qualities and Characteristics

- Experience working with nonprofit organizations and/or academic institutions
- Experience communicating with executive level administrators



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Requirements

- Bachelor's degree.
- Minimum of three years' experience in supporting the development of educational programming (live and online).
- Strong communication, writing, and organizational skills with attention to detail and proofreading.
- Ability to manage multiple programs simultaneously, from pre-event planning to post event duties and prioritize competing requests.
- Ability to maintain timely and constant communication with external members.
- Understand and apply clear, concise oral and written instruction to produce desired results.
- Must work both independently and collaboratively.
- Ability to travel to event sites.
- Proficient in Microsoft Office and Learning Management Systems.

Fringe Benefits

- CalPERS retirement program
- PERS Medical Coverage
- Life/AD&D Coverage
- Long Term Disability/Short Term Coverage
- Dental Benefits
- Vision Care Services
- Sick Leave
- Vacation Leave
- Holidays
- Deferred Compensation Plan
- Flexible Benefits Plan
- Credit Union

Salary Range: \$67,000 to \$72,000

Expected Start Date: October 3, 2022

Conditions of Employment

- 12-month
- In-person at the Main Office in Mid-Town Sacramento.
- Exempt
- Evidence of COVID-19 vaccination will be required as a condition of employment. Reasonable accommodations will be considered as needed.
- Unofficial transcripts

If you are interested in this position, please email a cover letter, resume with three to five references, and a work sample to jobs@cclleague.org.