EDUCATION PROGRAM MANAGER

We are seeking a creative, highly organized, and team-oriented individual to drive our education programs. Someone who, like all of us at the Public Lands Alliance (PLA), shares a personal connection and affection for America’s public lands, including its parks, forests, and wildlife refuges.

Your work will be central to PLA’s mission: strengthening community-based nonprofit organizations that are dedicated to supporting their local public lands sites. You’ll lead the development of educational offerings that are delivered year-round, as well as plenary and concurrent sessions and field trips at our annual convention and trade show. You will mine PLA’s network of members and partners for talented presenters and engaging case studies, as well as seek out and introduce external expertise and knowledge. You will find creative ways to share useful information and best practices with our community.

A key to your success will be building strong relationships with your new PLA colleagues who lead membership services, marketing, development, and government relations. Together, you will collaborate on annual strategies to advance the nonprofit public lands partner community. You will report to the Director of Finance and Administration.

What You Can Expect in This Role
Your primary responsibilities are to:

- Develop and coordinate engaging, informative educational offerings for nonprofit executives, board, and staff throughout the year. These offerings may vary from stand-alone webinars/webchats to in-depth, multi-session workshops.
- Lead the overall design, development, and coordination of 50+ educational sessions, as well as 2-5 field trips, at our annual convention and trade show.
- Create content-rich assets, tools, and templates that help educational program participants more easily translate newly acquired knowledge into practice.
- Evaluate the impact of educational offerings.
- Facilitate peer-networks within our community.
- Assist with marketing educational programs.
- Collaborate regularly with PLA colleagues to align educational offerings with other strategic organizational priorities.
- Incorporate contemporary learning models and technologies into educational programs.

Your Knowledge and Expertise
You will need:
A commitment to fostering and maintaining an environment of diversity, inclusion, and belonging and embedding those ideals in the programs and offerings you design.

3+ years of experience designing and delivering in-person and virtual learning opportunities.

Experience coordinating on-site educational programs.

Proficiency in programs such as Zoom, Constant Contact, MS Office Suite, Canva, and other technologies used to design, promote, and deliver educational programs.

Ability to manage multiple projects at once and move them ahead efficiently.

Confidence, poise, and self-awareness to conduct and/or facilitate educational sessions and presentations to professional audiences.

Excellent oral and written communication skills.

Working knowledge of nonprofit best practices and/or public lands is preferred but not required.

**Working at the Public Lands Alliance**

PLA is a fully remote national nonprofit organization staffed by five (5) full-time positions and several contracted consultants. Although we work as a team, each of us has a defined role to independently meet our mission. You will travel less than 10% of the time (for example, our annual convention and trade show which will be held in San Francisco in 2024); most trips will involve visiting and exploring public lands and engaging with their local partners. For more information about our organization, visit [www.publiclandsalliance.org](http://www.publiclandsalliance.org).

PLA offers a comprehensive benefits package that addresses the following:

- Health and work-life balance. You will have access to medical, vision, and dental insurance, as well as competitive leave policies and 11 paid annual holidays.
- Investments in you. You will have access to a 403(b) retirement plan immediately, with employer contributions after one year of service. PLA supports professional development opportunities for its staff including membership in applicable professional societies.
- Tech support. You will be provided a laptop, as well as partial reimbursement for your monthly home internet/phone expenses.

The salary range for this position is $50,000 - $55,000, commensurate with experience and skills.

**How to Apply**

Send a resume and a compelling letter of introduction to [careers@publiclandsalliance.org](mailto:careers@publiclandsalliance.org) with the position title, “Education Program Manager,” in the subject line.

Submissions received by August 30, 2023, will receive priority consideration. Submissions will be accepted until the position is filled.