Education Program Manager/Virtual Learning

Want to be part of a dynamic team supporting SFPE in achieving its vision of engineering a fire safe world? Want to support the delivery of high-quality education that enables fire protection engineers to protect people and their homes and businesses?

Who we are

The Society of Fire Protection Engineers (SFPE), located in Gaithersburg, Maryland, was established in 1950 and is the world's leading professional society representing those practicing in the field of fire protection and fire safety engineering. SFPE has over 4,800 members and over 100 chapters worldwide, including more than 20 student chapters.

Who you are

You are passionate about education and professional development within a mission-oriented organization. You have excellent technology skills and a keen understanding of platforms for virtual delivery of events. You like working in a small, high-energy organization. You are creative, flexible, and self-motivated. You are a team player willing to take on new challenges. You partner well with staff and volunteers. You are articulate, personable, and diplomatic in dealing with customers. You are organized and meet deadlines.

What you'll do

You will be responsible for supporting SFPE’s professional development programs in virtual formats. You will be a part of a team that delivers education through a variety of platforms. You will craft communications about education programs and work closely with the marketing team to promote education events. You will work with speakers to ensure that they are well-prepared for their roles and that their presentations go flawlessly. You will support volunteer groups that set education priorities and review content. You will use feedback that promotes continuous improvement. You will maintain information in the learning management system to build a robust database of speakers and content.

What's attractive about this job

- With opportunities for challenge and growing your skills, it is a great next step in your education career
- You will be able to apply your technology skills and expertise
- You will have the opportunity to “own” the virtual platform and work independently and as part of a team
- Your work will directly impact safety and save lives
- You will work with great colleagues on the SFPE team
- You will have a comprehensive salary and benefits package including a very competitive 401k match, health insurance, generous paid time off, free parking and much more.
Position requirements

- Undergraduate degree, preferably in business administration, management, communications, or other relevant field of study, and at least three years’ related experience (five plus years of experience preferred), or equivalent combination of education and experience.
- Ability to facilitate events and serve as event host.
- Demonstrated ability to manage multiple projects simultaneously schedule meetings in multiple time zones.
- Strong verbal communication and writing skills.
- Proficiency in MS Office 365; willingness and ability to maintain knowledge of evolving technologies and learn new platforms as required; experience with online communication platforms; MemberSuites and/or Blue Sky Path experience a plus.
- Experience working with volunteers is a plus.

Work will be performed onsite or remotely.