



Education Manager

The Education Manager assists in developing and managing the Society's comprehensive education and training regimen. This individual researches PRPS member needs and develops, promotes and implements an annual series of conferences, summits, institutes, workshops, classes and webinars.

This exempt position is accountable to the Director of Professional Development; and contributes to PRPS operations through a non-hierarchical network of interactive teams with a high degree of empowerment, strong communication, and collaborative workflow to meet mission-driven objectives.

Responsibilities and Relations

Administrative Management

- With other education staff, research and assess needs, plan, develop, administer and evaluate a comprehensive, year-round professional and technical education and training regime for PRPS members in conjunction with other staff, members, volunteers, consultants and partners. Assist in developing an annual Education and Training Plan, calendar, and budget.
- Contribute to the efforts of staff, committees and other teams in developing and coordinating PRPS conferences, regional summits, speaker presentations, webinars and other educational sessions. Manage details during events.
- Determine measurable educational objectives for training programs. Evaluate instructional effectiveness, success and returns-on-investments. Vet and secure appropriately qualified program speakers, instructors, trainers and facilitators.
- Implement and maintain current best practices in adult education and corporate training methods and techniques. Manage and maintain PRPS instructional documents, educational materials, supplies and equipment.
- With the assistance of volunteer members, develop and manage educational Exchange events and the Therapeutic Recreation Institute. Assist in facilitating Learning Networks, and serve as staff liaison to member committees as needed.
- Process and manage the Continuing Education Credit (CEU) and Contact Hours program applications, approvals, and document enrollees' credits and contact hours. Perform other duties as assigned.

Communications & Marketing

- With the other education staff, Director of Advancement, and Director of Communications, develop and implement marketing and promotion strategies and materials to ensure the highest success of all PRPS programming.

- Contribute to bimonthly and annual PRPS reports, *SCOOP* newsletter and *Dig It!* Blog.

Funding Development

- With the Director of Advancement, Director of Professional Development, and the CEO, assist in identifying funding opportunities to support new and ongoing PRPS ventures, events, trainings, scholarships, and grant programs.

Education and Certification

- BS degree or equivalent experience in education, training, professional development, recreation and parks, environmental education, marketing or related fields.
- At least 5 years of professional experience in planning and conducting educational programs, corporate training, experiential learning or other professional development.
- Certified Park Recreation and Professional (CPRP), or attaining CPRP within two years of employment.

Knowledge, Abilities and Attributes

- Personal integrity and commitment to the PRPS Organizational Culture of integrity, excellence, innovation, education, equity and empowerment.
- Marketing savvy and an entrepreneurial spirit; self-motivated creative thinker and prime mover.
- Proven professional experience in developing and conducting multiple series of adult education, environmental education, experiential learning, corporate training, and/or advancing recreation and parks through educational development.
- Ability to lead, manage and develop high performance educational teams and collaborate effectively with diverse groups to advance the Society's strategic and educational goals.
- Ability to exercise good judgment in evaluating situations and making sound decisions.
- Professional knowledge of adult learning styles, instructional design and educational tools and techniques.
- Ability to travel in-state for PRPS responsibilities (approximately once per month on average), and occasionally out-of-state for professional or business development.
- Excellent oral and written communication skills and social media marketing talents.
- Mastery of Microsoft Office Suite, Constant Contact, Survey Monkey (or similar software) and familiarity with website content management systems applications.
- Personal commitment to recreation, parks, conservation, professional development and connecting people to the outdoors.

To apply, send cover letter and resume to Tim Herd, CEO at herd@prps.org.

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