JOB DESCRIPTION: EDUCATION PROJECT MANAGER

OVERVIEW

The Education Project Manager (EPM) shall be responsible for the development and implementation of the formal training programs for the Association on Aging in New York (AgingNY). The EPM will manage every aspect of the Association’s Education Grant including analyzing training needs, managing the development of training curriculum and delivering training to aging professionals throughout New York State. Work will be consistent with the Association’s mandate to provide professional development and education to its members using a variety of training platforms (in-person seminars, webinars, certification programs and other online learning). The EPM will provide support for the Annual Aging Concerns Unite Us (ACUU) conference, the AgingNY Leadership Institute, and other special projects as assigned. The EPM is a full-time salaried position and reports directly to the Executive Director. All projects and responsibilities listed below are anticipated, but subject to change.

PLANNING & REPORTING

1. Develop and implement an education program for staff of the area agencies on aging in New York, and aging network subcontractor agencies, as outlined in the annual Education Grant provided by the NYS Office for the Aging, and as identified by the Executive Director (ED).
2. Create a system to measure training needs and translate into education programs.
3. Measure education needs and outcomes, and report deliverables in a format as required by the NYS Office for the Aging and the Association.
4. Create timeline and due dates for all events, track progress, and provide regular progress reports.
5. Provide support for ACUU, Leadership Institute, and other events as requested.

DUTIES, RESPONSIBILITIES & REQUIREMENTS

General Duties & Responsibilities

1. Manage all aspects of the educational events, including but not limited to: negotiating service contracts on behalf of the Association; design and facilitate training programs, outreach and follow-up, fiscal tracking, on-site floor management, and post-event follow-up.
2. Develop the program agenda and registration materials, including printed brochures, posting of details on the Aging-NY web site, and electronic outreach using Constant Contact or similar platform.
3. Event logistics planning, research venue sites, and coordinate the conference/event registration process.
4. Arrange all aspects of speaker participation and related logistics.
5. Inspect conference/meeting venues and makes appropriate recommendations.
6. Make all required arrangements with hotel site managers and catering department.
7. Arrange for all supplies and materials needed for conference.
8. Post events including summarizing conference evaluations, creating thank you letters for speakers and others assisting with events.
9. Produce event reports including attendance, speaker evaluations, venue assessment, and make suggestions for alterations to future events.
10. Maintain contact records in the Association’s database to ensure accuracy of mailings and electronic communications.
11. Provide write-ups of education events for the electronic newsletter, and any other publications upon request.
12. Supports the proofreading on all outgoing written material.

**Coordination of Consultant Projects**

13. Work with AgingNY support staff to coordinate and monitor all consultants hired for specific projects undertaken under Association Grants. This will include, but is not limited to, the Business Acumen project, consultant hired to write a white paper, and other consultants that support projects and services.

**Specific Meetings & Educational Events**

14. Responsible for managing all aspects of planning and implementing the following educational programs, and others as assigned:
   - Webinars on subjects determined by the Association.
   - One-day seminars organized by caucus region in all areas of the state
   - ACUU conference enhancements, in collaboration with NYSOFA, which could include a pre or post conference intensive session, keynote speaker, or other educational segments.

**Skills and Attributes**

15. Organizational and management skills to coordinate and implement all activities and events associated with the education program.
16. Ability to exercise independent judgment in matters of significance as related to the Association including negotiating service contracts, designing and coordinating training programs, and managing all aspects of training events.
17. A strong work ethic, creativity, the ability to work independently, and the capacity to prioritize and complete multiple tasks on time.
18. Excellent written and oral communication skills are necessary to produce and deliver quality education programs.
19. Knowledge of Windows, Power Point, Word and Excel or similar programs required.

**Experience and Education**

A Bachelor’s degree strongly preferred. Proficient understanding of human services systems, in particular, knowledge of New York State’s area agencies on aging and overall aging services network and delivery systems, is preferred as well as five (5) years of experience in education program development and event management.

**General**

1. This full-time position is primarily grant funded. Continued funding is anticipated, but not guaranteed.
2. Additional staff will support the educational deliverables, as needed.
3. Expenses and tracking of payments under this grant will be recorded in QuickBooks by the Association’s bookkeeper, and the Education Manager is responsible for providing regular and detailed records to the bookkeeper for this purpose.
4. Travel throughout New York State is required; travel expenses will be paid by the Association.
5. The Education Project Manager reports to the Executive Director and will have extensive contact with NYSOFA staff overseeing the Education projects.
6. The position will also have ongoing contact with other Association staff in order to ensure coordination between the Education Grant and Professional Development Grant provided by NYSOFA to the Association, which may include but not be limited to, the ACUU conference, Business Acumen training, regional Caregiver Coordinator forums, and other professional development activities.

To apply: please submit your resume, along with cover letter and three references to Michele Roberts, Executive Director at [michele@agingny.org](mailto:michele@agingny.org).