

Executives Consultants, Inc.

Employment Opportunity

Position: Director of Educational Programming

Short Title: Education Director

Location: This position is being offered at the company's main office in Shallowater, TX.

Salary: The Education Director is a new, full-time, salaried position for the company. Compensation is based on experience and market.

Functions: The primary functions of the Education Director are to develop professional educational programs for non-profit organization clients of ECI supporting any existing core curricula, long-range plans and/or strategic initiatives of the organization(s). Such efforts shall include:

- Needs Assessments: Development of tools, processes and procedures necessary to conduct, maintain and update client educational needs assessments and utilizing such data for the creation and management of comprehensive educational programming plans and curricula.
- Meetings & Symposia: Assist in the development of educational programs for client associations incorporating elements of any core curriculum and/or long-range plan in a program comprised of targeted presentations of invited content and solicited volunteer programming consistent with the educational objectives of the needs assessment.
- Regional Meetings: Develop "packaged" program content for regional or divisional leadership to incorporate into local meetings including vetted presenters and topics, program costs and promotional materials and assist local volunteers in program selection and coordination.
- Workshops & Seminars: Develop program content for industry workshops to be held in tandem with one or more regional or national meetings. Workshops should be a revenue center and may be open to industry participants beyond the client membership.
- Webinars: Develop educational content, speakers, schedules and promotion for periodic webinar events aimed at professional development training for members and non-members. Webinars should work to become a revenue center either through user registrations, sponsor support and/or both.
- Classroom Podcasts: Develop the educational content and target speakers and presenters to produce an ongoing series of "classroom" podcasts for professional development/training of members.
- Editorial Contributions: Assist the editor in recruiting articles on industry and professional development topics as spinoffs of all other educational program activities.

Skills:

- Must be competent in designing and conducting industry/professional needs assessments.
- Must be experienced in converting needs assessments into educational curricula and programming.
- Must be proficient in all areas of presentation technology, Internet communications (PC and MAC) and program planning, scheduling, marketing and costing and be able to work with the corporation's director of meetings and events to help design and execute educational content in the most cost effective manner.
- Must be a self-starter capable of producing own research, reports, communications and other work products in a Mac OSX environment.
- Must be able to work independently and with other staff and volunteers to assure organizational objectives move forward in a timely manner.

Requirements:

- A degree in education and 3-5 years work experience in organizational/institutional educational programming
- Proficiency in the Mac OSX operating platform.

- Ability to travel.
- Exceptional communications skills.
- Proficiency in electronic communications methods and technologies.

To Apply:

1. Submit a one-page cover letter with salary history and current compensation requirements. Letters without salary history and current requirement will not be considered.
2. Include a 2-page resume emphasizing experience directly relating to the requirements of this position.
3. Submit items 1& 2 in a single PDF document to personnel@assnctr.com