

NAAE Program Manager

National Association of Agricultural Educators (NAAE)

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NAAE is the national professional association for school-based agricultural educators. There are over 10,000 NAAE members nationwide who are agriculture teachers/instructors in middle schools, secondary schools, and postsecondary institutions, agricultural education faculty in colleges and universities, statewide coordinators of agricultural education, college/university agricultural education students, and others who support the school-based agricultural education profession.

Title: NAAE Program Manager

Location: NAAE Headquarters, Lexington, KY

Job Summary: Serve as program manager for this 501(c)(3) not-for-profit education-related professional membership association, which serves school-based agricultural education professionals throughout the United States and its territories.

Reports To: NAAE Chief Executive Officer

Salary and Benefits: Pay Grade 4-5: Salary Range \$45,000-\$75,000. Salary commensurate with experience. Benefits include a contribution to a health insurance plan (including options through the University of Kentucky), retirement plan, annual leave, sick leave, and other benefits.

Essential Job Responsibilities

- Plan, coordinate and execute key organization projects and events related to NAAE strategic initiatives including advocacy in ag ed, professional development and teacher recruitment, retention, and recognition. Potential projects could include, but not limited to, the National Teach Ag Ambassador program, Future Agriscience Teacher Symposium, National Policy Seminar Ag Ed Strand, XLR8, professional development at NAAE Convention, Teacher Turn the Key, National Agriscience Teacher Ambassador Program, etc.
- Align project goals and outcomes with organizational objectives.
- Develop innovative ways to provide member services through on-demand programming, timely resources and updated content.
- Communicate with stakeholders for event appearances, support materials and member interaction.
- Monitor project expenses and ensure programs stay within the projected budget.
- Analyze program data to improve efficiencies and track impact and membership benefit.
- Collaborate with team members to optimize program goals.
- Create and distribute internal and external program reports.

- Overnight travel required up to 20% per year.

* This is not an all-inclusive list, but rather a general listing of the potential duties of the position.

Qualifications/Requirements:

Education: B.S. or B.A. degree in agriculture, education, public policy, hospitality, business, administration, or closely related field. Candidates with advanced degrees are welcome to apply.

Skills: Strong communications, leadership, management, and problem-solving skills; ability to interact, influence, and work with diverse people and in teams; demonstrate ability to work in a team or independently in a frequently changing environment and collaborative structure; meticulous attention to detail, organization, and punctuality; strong desire to complete work thoroughly and on time; ability to manage multiple projects and deadlines; knowledge and skill using personal computers, standard computer software (including the Microsoft Office suite), and office machines; ability to speak confidently to small and large groups of people; ability to travel independently throughout the United States. This position requires sitting, standing, bending, reaching and lifting; requires normal range hearing and vision. The strongest candidates will be persons who can produce quality products, meet deadlines, work independently and are passionate about member service and the agricultural education profession.

Experience: At least two years of experience in agricultural education, program management, or association management preferred. Additional knowledge and experience in agriculture, education, agricultural education, public policy, and career and technical education highly recommended.

Application and Review Procedures: To be considered for this position, please submit a digital application packet including letter of interest, resume/vitae/portfolio, and references. Application packets may be emailed or shared with Alissa Smith, CEO, asmith.naae@uky.edu. Review of applications will begin immediately and continue until a suitable candidate is hired. Applicants who are determined to be finalists for this position will be invited to interview. Interviews may be conducted by video conference and/or face-to-face. The start date will be negotiated between the successful candidate and NAAE.

Questions/Comments: Questions or comments may be directed to Alissa Smith, NAAE CEO, by calling (859) 967-2894 or by sending an e-mail to asmith.naae@uky.edu.

NAAE is an equal opportunity organization. NAAE will not discriminate against any individual based on race, creed, color, religion, sex, national origin, ancestry, age, physical or mental handicap, or veteran status.