



Education Program Manager, Invest

Job Title: Education Program Manager, Invest

Reports To: Executive Director, Invest

Department: Invest / Agent Development

FLSA Status: Exempt

Employment Status: Part Time

Job Purpose

Reporting to the Executive Director, the Invest Education Program Manager is responsible for the recruitment and retention of Invest programs taking place within schools and workforce development programs. This person will also work alongside the Executive Director in developing and retaining relationships with education leaders at both the state and local levels.

Duties and Responsibilities

- Host ongoing Invest educator workshops for current and prospective Invest program leaders providing ongoing guidance on new Invest best practice program standard.
- Maintain Invest school database and manage the submission process of key metric reports to be completed by active schools at the close of both the fall and winter semesters.
- Create and manage monthly Invest newsletter for school and workforce development leadership distribution inclusive of scholarship information.
- Develop and manage social media communications for students on Instagram with the help of the Invest team.
- Oversee annual scholarship judging and disbursement processes.
- Help in the further development of resources across learning management system and website areas dedicated to students and teachers to ensure materials remain current.
- Facilitate quarterly orientation workshops, mainly virtual, for new Invest program school and workforce development leaders.
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- Participate in Invest Board Meetings and Invest Committee meetings relevant to role.

Education and Professional Requirements:

- Solid knowledge and understanding of the development and implementation of youth educational programming initiatives.
- Basic understanding of the Invest program and/or other programs likened to it.
- Basic understanding of how to update learning management system resources.
- Experience and comfortability working in an online environment.

- Ability to work independently and as a team player.
- Strong emotional intelligence with a natural desire to help others.
- Experience and comfortability in hosting virtual presentations through zoom and/or other online platforms.
- Excellent written and oral communication skills.
- Exceptional organizational and time management skills.
- Proficiency/working knowledge of Microsoft Office and Outlook software.
- Previous experience in nonprofit education and/or workforce development programming is a plus.
- Necessary travel (approximately 4 times annually) to attend board meetings and key education events.