

POSITION DESCRIPTION

Job Title:	Education Coordinator
Reports to:	Education Director
Direct Reports:	None
Classification:	Exempt

Job Summary

The Auto Care Association is the voice for the auto care industry—a coast-to-coast network of 500,000 independent manufacturers, distributors, parts stores and repair shops offering quality, choice and innovation for drivers. The Auto Care Association keeps its members ahead of the curve so they can continue to serve every kind of vehicle on the road today—providing parts and services designed to make vehicles last longer, perform better, and keep drivers safer.

We are currently seeking an energetic, organized, and innovative Education Coordinator to play a key role in our educational programming. This position serves as the main point of contact to coordinate communication with speakers, subject matter experts, learners, and other stakeholders for in-person programming, webinars, and e-learning courses. They also contribute to the overall content development and implementation of the association's educational programming. The ideal candidate will provide outstanding support to our members, speakers, and other stakeholders, support the development of new content, solve problems, and create solutions in an innovative way. This role is expected to be performed in a hybrid environment with some time spent in our Bethesda, MD office being required.

In this, role you can expect to:

- Manage speaker logistics, communication, and coordination for in-person events and webinars.
- Coordinate the collection, preparation and distribution of education program materials and resources (i.e. presentations, evaluations, agendas, handouts, etc.)
- Support the management and implementation of calls for topics, session proposals, etc.
- Prepare CEU applications and manage CEU tracking for relevant programming.
- Oversee the administration and optimization of the association's webinars.
- Assist in the administration of the association's eLearning platform, including learner inquiries, reports and supporting course launches and edits.
- Provide administrative support for financial transactions related to speakers, eLearning course purchases, and other education related transactions.
- Collaborate with industry experts to identify educational needs and design comprehensive curriculum for both traditional and online learning formats.
- Stay updated on educational trends and technologies, incorporating innovations into the association's online and in-person education programs.
- Assist in the identification and recruitment of knowledgeable speakers, ensuring diverse perspectives and expertise.
- Support the administration of the annual education awards program.
- Collaborate with internal teams, committees, and external partners to align educational programs with industry needs.
- Compile, monitor, and report metrics for assessing the effectiveness of educational programs and speaker engagement.
- Write communications to be used to promote educational sessions and speakers through various channels, including newsletters, social media, and the association's website.
- As needed, perform onsite responsibilities during conferences, events, and other educational programs.

You are a fit for this position if you:

- Committed to providing the highest levels of customer and member service and support.
- Enjoy taking on new challenges and are always looking for new ways to increase effectiveness and efficiency.

- Are highly organized and excel at project management.
- Are flexible and open to process and programming changes.
- Embody the Auto Care Values of Teamwork, Curiosity, Integrity, and Fun (TCIF)

Qualifications

- Bachelor's degree in education, Instructional Design, a related field or comparable experience.
- Two years of professional experience in an association role preferred.
- Proven experience in curriculum development, speaker management, and eLearning program management.
- Strong organizational and project management skills.
- Excellent interpersonal and communication skills.
- Ability to learn quickly, prioritize, and manage multiple projects with high attention to detail.
- Experience in speaker management and engagement.
- Knowledge of Microsoft Office Suite
- Experience with Asana, Zoom, Adestra, Canva and PathLMS
- Familiarity with eLearning authoring tools and learning management systems.

Salary and Benefits

Salary range is \$66,000 - \$73,000 per year, plus an opportunity for an annual bonus up to 3%
Benefits include 5+ weeks of PTO per year, employer paid medical premium options, up to 10% 401(k) employer contributions, and more! Additional information can be found here:

<https://www.autocare.org/about-us/working-at-auto-care#benefits>

At Auto Care Association, we recognize and appreciate that each employee's unique experiences, perspectives, and viewpoints add value to our ability to create and deliver the best possible service, technical assistance, and research to members and partners.

Our Core Values of Teamwork, Curiosity, Integrity, and Fun (TCIF) help to create an environment where all employees feel valued, included, and empowered to do their best work, and bring great ideas to the table. We operate as one team, accountable to one another and grow stronger by sharing knowledge, collaborating, and working toward common goals. We embrace change and constantly strive to be better through seeking out information and learning from one other. We lead by example and do what's right, even when no one is looking. We also very much enjoy our time at work by creating opportunities to have fun and develop friendships.

If you are a dynamic professional with shared beliefs and the above qualifications, we would like to hear from you.

Please send your resume and cover letter to: Lea Diamond, Vice President of People Operations, Auto Care Association, at autocarejobs@autocare.org.