Position Description

Date: June 2021

Title: Professional Programs Coordinator

Unit: Membership

Supervisor: Director of Membership and Communications

Classification: Exempt

Society Background

Built on over 100 years of history, the Ecological Society of America (ESA) is a professional membership association of ecologists, with more than 9,000 scientists, researchers, decision makers, policymakers, and educators dedicated to the science of ecology. We promote diversity in all areas of activity, including staffing, membership, leadership, committees, public engagement, and our annual convention and all other meetings.

Description of Responsibilities

The Professional Programs Coordinator chiefly implements programs that pertain to the professional development of the Society’s members and program participants, and supports their alignment with ESA’s strategic priorities. The position reports chiefly to the Director of Membership and Communications but will contribute to projects in the portfolios of the Director of Society Programs and Director of Education and Diversity Programs as well. In general, this position:

- Provides primary support to member- and community-facing programs that serve the professional development needs of ecologists and ESA’s commitment to building a diverse, equitable, inclusive and just Society that values all ecologists
- Supports professional programs that extend the reach of ESA to professionals
- Contributes to reports on metrics to measure program efficacy
- Works with senior team to innovate new opportunities to support the professional growth of ESA’s members and the recognition of ecology as a career pathway

We seek an innovative, high-energy individual with experience supporting professional development programs in a membership organization or academic environment. The ideal candidate is a strong team player who can grow in the role and help programs develop to fulfill and surpass the original vision for them.
Primary Duties

- Provide primary coordination of ESA’s certification program, from supporting the application system to facilitating review and assisting certified ecologists with management of their continuing education.
- Support ESA’s career mentoring programs as well as those programs organized by our sections and chapters, and innovates improvements as the program matures.
- Work with supervisor, ESA staff, and external contributors to develop continuing education content to support certification in line with ESA’s strategic priorities.
- Engage communities of participants and graduates of programs by ESA and grant-funded initiatives including ESA’s mentoring programs like SEEDS and Scientists in Parks, ESA-USGS Internships.
- Contribute to the vision and execution of marketing efforts related to ESA’s professional development programs.
- Contribute as needed on member-facing email (Informz), WordPress websites and social networks.
- Compile and analyze historic and real-time data on program activities and report to senior staff.

Supervisory Responsibilities: None.

Qualifications

- Minimum: Bachelor’s degree in relevant field like biological science, education, marketing or business.
- 2+ years’ experience in programs in a nonprofit environment, ideally related to the sciences
- Experience with event planning for groups of 10-100
- Familiarity with MS Office suite of software, and AMS/CRM platforms like iMIS
- Digital marketing and communication experience a plus
- History of creative problem-solving and leadership
- Detail-oriented, with a keen eye for numerical and written accuracy
- Demonstrated commitment to inclusive access to career opportunities and leadership in science and society
- Excellent written and verbal communication skills
- Must be able to multi-task in a fast-paced environment with shifting priorities
- Must love science

ESA is an Equal Opportunity Employer.

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