



Education and Training Manager

mParks (Michigan Recreation and Park Association)

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Closing Date:

Salary: \$50,000 - \$63,123

Description:

This role is designed with a flexible/remote schedule, requiring approximately 25% of travel.

Position Description

The Education and Training Manager plays a crucial role in guiding the development and success of mParks inclusive education and training programs. The ideal candidate brings an appreciation of the park and recreation profession with an understanding of Diversity, Equity, and Inclusion efforts, alongside substantial expertise in curriculum development and instructional design, to facilitate a transformative learning experience.

The Education and Training Manager reports to the Director of Operations and Finance. They collaborate with the Coordinator of Membership and Events to meet educational and event planning needs, coordinate with the Director of Operations and Finance to address financial requirements related to educational programs, and partner with the Director of Communication and Strategic Partnerships for comprehensive promotional efforts and guidance on mission-oriented efforts related to education.

In their capacity as the Education and Training Manager, the incumbent conducts thorough research to identify mParks member needs and subsequently devises, promotes, and executes annual summits, workshops, classes, leadership cohorts, and webinars. Additionally, they are responsible for recruiting and selecting speakers for the mParks annual conference in conjunction with the membership, staff, and annual conference committee.

Education and Certification

- Bachelor's degree or equivalent experience in recreation and event management, education, professional development, marketing, or related fields.
- Professional certification such as CPRP, CPRE, or CMP is highly preferred.
- Minimum of 2-3 years of professional experience planning and conducting educational programs, training, and special events.

Administrative Management

- Research and assess needs, plan, develop, administer, and evaluate a comprehensive, year-round professional education program for mParks members in conjunction with other staff, members, volunteers, consultants, and partners.
- Lead and collaborate in developing the annual Education Plan and Budget with staff and committees.
- Function as the liaison to mParks Focus Areas and Professional Development Committee, aiding in creating educational opportunities, events, and programs designed to promote statewide communication and networking among members.
- Responsible for the professional development calendar to include focus areas and committees.
- Determine measurable educational objectives for all education programs. Evaluate instructional effectiveness, success, and returns on investments. Vet and secure appropriately qualified program speakers, instructors, trainers, and facilitators.
- Organize, plan, and execute all association training events. Responsibilities include and are not limited to site selection, event marketing, continuing education unit approval, menu selection, and overall management of the event.
- Secure and work directly with event vendors, sponsors, and partners to provide opportunities for increased exposure to the membership and generate additional revenues for the association.
- Seek and secure sources of grants and sponsorship funding to support new and ongoing mParks events, training, scholarships, and grant programs with the Director of Communication and Strategic Partnerships and Executive Director.

Communications and Marketing

- With the Director of Communications and Strategic Partnerships, develop and implement marketing and promotion strategies and materials to ensure the highest success in all mParks programming and events.
- Contribute to the mParks weekly newsletter and other digital communications promoting programs and opportunities to help heighten the profile of training and events to our members.
- Serve as lead for overseeing onsite social media posts for education and events

Knowledge, Abilities, and Attributes

- Personal integrity and commitment to the mParks organizational pillars of Advocate, Teach, Inspire, and Unite.
- Familiarity with municipal government structures and operations.
- Basic understanding of parks, recreation, conservation, and trail-related issues.
- Familiarity with the State of Michigan's political, geographical, and demographic makeup.
- Ability to lead, manage, and develop high-performing educational opportunities and to collaborate effectively with diverse groups to advance mParks strategic and educational goals.
- Proven professional experience developing and conducting educational opportunities for adults, experiential learning, corporate training, events, and/or advancing recreation and parks through educational development.
- Budget development and management.
- Ability to prepare comprehensive administrative reports.
- Excellent oral and written communication skills with experience in public speaking.
- Ability to exercise good judgment in evaluating situations and making sound decisions.
- Ability to collaborate effectively with other full-time employees, volunteers, and subordinates in a professional office setting.
- Personal commitment to improving communities through providing professional development to individuals and agencies offering parks and recreation services, spaces, and programs.
- Experience with Microsoft 365, Survey Software, Survey Monkey, Jot Form, Asana, ZOOM, and membership content management, preferably Your Membership (YM).
- A current Driver's License is required.

- Clean driving record with the ability to travel to and from in-person meetings using a personal vehicle.

Essential Job Functions

- Must be able to sit for extended periods during a workday while communicating by voice and electronically.
- Must be able to walk substantial distances to and between meetings and otherwise while carrying needed items or meeting supplies or other materials as part of onsite meetings.
- Must be able to travel by automobile to meeting venues.
- Must collaborate cooperatively with other team members to ensure the successful completion of projects promptly.
- Must be able to learn and adhere to all company policies, procedures, and rules.
- The position involves occasional lifting requirements of up to fifteen pounds, ensuring a physically accommodating work environment for employees.

Salary and Compensation

- Salary Range: \$50,000 - \$63,123 annually, commensurate with experience, skills and demonstrated talent.
- Upon Hire, 2% of base pay will be contributed into a Simple IRA on behalf of the employee (personal contributions available)
- Health/Vision/Dental for employees only
 - o Health (50% paid by employee/50% paid by employer/cash in lieu of available)
 - o Vision/Dental (100% employer covered)
- mParks is not part of the state or local government retirement system.
- Cell phone stipend
- All work-related travel expenses will be paid or reimbursed upon approval.
- Paid Time Off - 168 Hours (21 days) accrued in the first year, with 16 hours added annually until a maximum of 248 hours is reached.
- Holidays - Twelve paid holidays per year
- Life Insurance
- Disability Insurance
- Longevity Bonus

Association Description:

The Michigan Recreation and Park Association (mParks) is a distinguished 501 c (3) non-profit organization based in Lansing, Michigan. mParks serves as the voice of Michigan's parks and recreation on the local, state, and national levels. The association serves more than 2,500 members across the State of Michigan.

mParks is committed to proving parks and recreation matter; that they improve quality of life and contribute enormously to our economy. mParks provides advocacy, resources, and professional development opportunities to a devoted and diverse membership of park and recreation agencies, professionals, vendors, and advocates.

WE ADVOCATE

mParks shares the value of parks and recreation by engaging with the government, foundations, media, and other entities. We share the story of parks and recreation to ensure adequate funding and public support, so we can continue providing value to Michigan residents and visitors.

WE TEACH

mParks creates programs that educate and inform key audiences (within the parks and recreation

community and for communities they serve) about conservation, health and wellness, and other issues vital to parks and recreation in Michigan.

WE INSPIRE

It is easy to forget how good it feels to play and to get outdoors. mParks helps remind people of the freedom and adventure and joy of parks and recreation through public outreach and events. We invite all ages to get active, have fun, and foster a connection with the outdoor world.

WE UNITE

mParks strives to create a park and recreation industry that serves as the foundation of communities through diversity, equity, and inclusion within the Association and for the people we serve.

How Do I Apply?

Interested candidates are invited to submit their resume, cover letter, and any relevant supporting documents to Nichole Fisher, Executive Director, nfisher@mparks.org. Please include the job title in the subject line.

Applications will be reviewed on a rolling basis, and interviews may commence as suitable candidates are identified. We encourage early application as the position will remain open until filled.