



Digital Education Coordinator

Illinois Park and Recreation Association (IPRA)

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Closing Date:

Salary: \$55,000 - \$65,000

Description:

The Digital Education Coordinator is a full-time position that supports the growth and success of online professional development offerings, content creation and IPRA “University” [IPRA’s learning management system]. Supported by member-based committees and industry subject matter experts, the Digital Education Coordinator position is instrumental in enhancing membership engagement and facilitating impactful digital learning experiences.

Reports To: Education Director

Essential Duties and Responsibilities

Digital Learning:

- Coordinate the implementation and delivery of online educational programs, which include digital workshops, webinars, courses, videos, education tracks/pathways, and online resources.
- Explore and identify trends in parks and recreation, adult educational learning trends, technologies, and tools to help improve instructional design and delivery of online educational content.
- Serve as a staff liaison to the Education Committee and outsourced content developers tasked with curriculum development, delivery, and assessment of digital educational programs.
- Identify online resource needs (manuals, templates, etc.) for members and solicit agencies for sample resources.
- Coordinate conference and workshop audio/video capture process, including content identification.
- Assist Education Director and members in transitioning educational concepts identified via member needs assessments, environmental scans, and market research analysis into tangible educational activities across the state.
- Coordinate the operational aspects of the IPRA LMS (and future Mobile App), including building the product within the platform, developing Standard Operating Procedures (SOPs) for other staff, and collaborating with marketing at times.
- Assist with the development of digital micro credentials specific to IPRA.
- Assist with the reporting and tracking of CEUs for in person and online learning programs.

Other:

- Draft, distribute, and analyze post-program surveys for digital and in person learning programs.
- Create and maintain registration pages in AMS for digital and in person learning programs.
- Coordinate the processing of CEU petitions approved by the Education Director.
- Assist with tracking program outcomes and impact, ROI, participation, and effectiveness.
- Maintain customer/membership service standards established by IPRA.
- Attend staff and management meetings called by the Executive Director.
- Be familiar with and adhere to all Association Policies and Procedures.
- Assist with and attend special and educational events, in all locations throughout the state, including Conference.
- Ability to solve problems independently and in a professional manner.
- Follow risk management procedures and policies.
- Other duties as assigned by the Director of Education or Executive Director.

Qualifications

- Minimum 2-3 years' experience managing digital/online education programs in a member-driven organization.
- Must have experience working with volunteers.
- Willing and able to occasionally work outside/beyond the traditional hours.
- Ability to travel for short business trips (including one week overnight each January and events as assigned during the year).
- Excellent written and oral communications skills.
- Must have the ability to work on a wide variety of tasks independently and in a team structure.
- Strong customer orientation, excellent interpersonal and communication skills.
- Possess the ability to meet deadlines, set priorities, and demonstrate a high degree of attention to detail.
- Ability to perform duties with initiative, persistence, creativity, integrity, good judgment, tact and courtesy.
- Must be a self-starter and highly dependable.
- Ability to relate in a positive manner with a variety of personality types.
- Have experience with online product development.

Education and/or Experience

- Bachelors' degree in association management, education, business or related field or any combination herein with a minimum of two years full time working experience.
- Knowledge of association management with a strong background in developing content and curriculum for adult learners.
- Experience with LMS and AMS software.
- Understanding and knowledge of Microsoft Office and ability to comprehend and understand other software programs.

Language Skills

Ability to communicate with members in both written and verbal form. Ability to produce summary reports for a variety of audiences. Ability to work with people and to solve problems.

Reasoning Ability

Ability to grasp the big-picture consequences of individual decisions is essential. Must be able to prioritize and work under demands of short timelines.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Visual work will be conducted on a computer monitor and use of keyboard with keyboard strokes.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. The position allows for the ability to work from home 2 days per week. The noise level in the work environment is usually quiet with some outside noise distractions. It is essential to be regularly available during standard business hours (M-F 8am to 5pm) to meet with staff, members, and vendors. Additional hours will be required at peak times during conference planning and membership renewals which will primarily happen during November, December, and January. As an exempt employee the individual will be on call as needed.

Travel

Periodic travel within Illinois (all regions) is required. The Annual Conference will require an extended stay downtown Chicago the last week of January each year.

Send cover letter and resume to Duane Smith, Education Director, at duane@ilipra.org.