



Program Director Position Overview

The full-time Program Director is responsible for providing leadership and operational management to EFTA's career, leadership, and STEM programs. The position also serves as a liaison to community partners and volunteers.

Responsibilities

- Responsible for the program/curriculum design, implementation, and evaluation of EFTA's programs. Coordinate with school personnel and volunteers in support of program objectives. Help plan and implement program evaluation and incorporate recommendations.
- Provide detail-oriented logistical support for all education events. Communicate with school and other partners to ensure preparations are made in a timely manner.
- Cultivate existing and new relationships with stakeholders including board and committee members, business professionals, school personnel, and volunteers to broaden the community's awareness of engagement opportunities.
- Assist with outreach to manage the flow of information, including program achievements, challenges, and progress.
- Support special activities and events as needed.
- Serve as an EFTA representative in community activities and on relevant committees. Attend meetings and events and speak on behalf of EFTA when required.
- Stay informed about research and trends in career, leadership, and STEM education.

Qualifications

- Bachelor's degree required, master's degree a plus.
- A minimum of five years of professional experience focused on career, leadership, and/or life skills education for students, or related.
- Prior success building relationships with external partners, and successfully supporting volunteer activities.
- Strong ability to plan and manage large-scale events with attention to details.
- Ability to work well in team and independent environments and efficiently manage priorities and deadlines.
- Strong problem-solving skills.
- Experience leading committees and engaging board members.
- Excellent interpersonal and written communication skills.
- Proficiency in Google and MS Office applications and database software.

Application

Please email cover letter with salary requirements and resume to office@efta-us.org. Compensation package is commensurate with experience.

Education for Tomorrow Alliance

Education for Tomorrow Alliance is a nonprofit organization dedicated to cultivating education and community partnerships that advance student success. With innovative programs focused on career, leadership and STEM preparation, EFTA is the portal through which business leaders can access and strengthen local education. Learn more at www.efta-us.org.