



JOB ANNOUNCEMENT

July 24, 2020

Position Title: Education Manager (Exempt Position)
Salary Range: \$60,000 - \$70,000 DOE
Supervisor: Program Development Director
Location: AIANTA Headquarters, Albuquerque, New Mexico

Recruitment Open To: The American Indian Alaska Native Tourism Association (AIANTA) is seeking an energetic, responsible and highly-motivated individual to serve as Education Manager. This is an open competitive recruitment, open to all qualified applicants. Résumés will be accepted until August 7, 2020. Hiring will occur following the recruitment process. This position is located in Albuquerque, NM and is appointed by and serves at the pleasure of the CEO of the American Indian Alaska Native Tourism Association.

Position Summary: The Education Manager is responsible for the planning, coordination and execution of AIANTA's educational programming efforts. The Education Manager's responsibilities include supervisory duties, supporting staff and engaging AIANTA's partners in identifying, developing, implementing, marketing and promoting technical assistance and training programs, webinars and certificate programming. The list of duties and responsibilities below is illustrative and should not be considered all-inclusive.

Essential Duties and Responsibilities:

- Organize, perform and manage tasks necessary to support AIANTA's CEO, staff and AIANTA's partners in launching, supporting and evaluating AIANTA's education program offerings.
- Assist in developing and managing an overall Education Program budget.
- Research and identify student base for participation in AIANTA's education program offerings.
- Engages participation through outreach to student base, businesses, tribal tourism training programs, tribal workforce development centers and other economic development programs.
- Develops and manages education program implementation timelines identifying and supporting responsible parties for each aspect of research, outreach, support, evaluation and reporting.
- Work with staff and AIANTA's partners to ensure an efficient registration process for all education program offerings.
- Work with staff to identify and support technical assistance and training implementation nationwide.
- Support staff, consultants and partners with the technical assistance and training execution at our annual American Indian Tourism Conference (AITC).
- Support regional based technical assistance and training offerings.



AIANTA

American Indian Alaska Native
Tourism Association

- Build and maintain relationships with onsite vendors and outside production teams with the highest level of professionalism. Negotiate agreements to ensure lower cost and highest quality of service.
- Work with Marketing and Public Relations Manager to promote and publicize technical assistance and training opportunities.
- Works collaboratively with Development Department to identify funding support for technical assistance and training efforts.
- Manage deadlines, timelines and deliverables as assigned.
- Conduct post-event surveys and evaluation(s) and prepares recommendations and reports.
- Participate in special projects and events as assigned.

Minimum Qualifications:

- Bachelor's degree in education, business, marketing and communications or related field and three years of related work experience demonstrating proven success.
- Strong interest and experience (volunteer or paid) with all aspects of coordination and implementation of education programs including webinar based education platforms.
- Strong experience working within tribal communities and tribal organizations.
- Project management skills and the capability to perform work on schedule.
- Outstanding oral, written and interpersonal skills.
- Ability to work independently and in teams.
- Highly motivated and a self-starter.
- Ability to work under pressure and under tight deadlines, juggling several tasks at once.
- Ability to interact with individuals across a range of organizations.
- Excellent organizational skills and keen attention to detail.
- Driver's license.

Knowledge, Skills, Abilities, and Requirements:

- Knowledge of AIANTA's mission and goals.
- Knowledge of basic office practices, procedures, and equipment.
- Knowledge of webinar platforms
- Knowledge of records management and database applications.
- Ability to communicate effectively.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent AIANTA in a professional manner.
- Ability to lift materials up to 50 lbs.
- Ability to maintain confidentiality.
- Ability to travel by air or automobile.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.



AIANTA

American Indian Alaska Native
Tourism Association

- Skill in operating business computers, software and office machines, including in a Windows environment, specifically Word, Excel, PowerPoint, Publisher, InDesign, Photoshop Adobe Illustrator and AV equipment is a must.

To Apply

Please submit a cover letter and detailed resume that includes a description of employment history to include name and addresses of employers, scope of responsibility, how you learned of the position, along with three professional references to: Ariel Richardson, Office Manager, AIANTA at arichardson@aianta.org by August 7, 2020, 5:00 p.m. MDT.

A criminal history check is required as a condition of employment. Open until August 7, 2020.