

**American Radio Relay League Inc.**  
**Structured Compensation - Job Description**  
**Education & Learning Manager**

**Position:** Education & Learning Manager

**Classification:** Exempt

**Reports To:** CEO

**Supervises Direct:** 3

**Salary Range Based on Experience:** \$100,000 - \$120,000

**Summary:**

Plans, coordinates, and implements an on-going lifelong learning program for ARRL members. Sources learning content from independent subject matter providers, members, and related organizations. Supervises the creation and distribution of learning content. Utilizes the fullest range of available print and electronic media. Works closely with membership, editorial, and development management under the supervision of the CEO consistent with the ARRL strategic goal of advancing the art, science, and enjoyment of Amateur Radio.

**Essential Functions & Responsibilities:**

- Plan, coordinate, and oversee implementations of a growing number of Teacher Institute sessions to meet corporate strategic goals including but not limited to creating content, class equipment supply purchases, scheduling teachers, vetting students, and post session tracking of attendees.
- Maintain a lifelong learning program for its current and prospective members that supplements existing programs. The program is intended to serve a wide range of users from non-licensed individuals to newly licensed amateur radio operators as well as experienced operators striving to update their communications technology skills. This learning material will draw from a rich archive of existing published content in QST Magazine, ARRL's 400+ current publications library, as well as exploit newly created content in written, spoken, and video-based learning formats.
- Plan, implement, and manage the online (eLearning), and offline, lifelong learning process including instructional design and quality course design reviews.
- Adapt to a wide range of technology, attention spans, and generational biases.
- Research and implement new instructional strategies and knowledge management technologies to remain competitive in the design, development, and delivery of Amateur Radio knowledge; research emerging technologies and their application to teaching and learning.
- Manage the production of high-quality video, multi-media, and graphic materials to support the delivery of custom-made programs.

- Collaborates with relevant areas of ARRL HQ and the field to plan, script, and deliver instructionally sound and aesthetically attractive content.

**Performance Measurements:**

- Contributes to creating positive energy and fostering a team atmosphere, showing excitement and pride in the team's work, and being accountable for results.
- Successfully plan and oversee Teacher Institutes sessions to meet corporate strategic goals. Requires the ability to plan well in advance and adapt on short notice.
- Ability to work with a diverse team of subject matter experts.
- Ability to communicate effectively through oral and written media.
- Effectively manage staff, contractors, and vendor relationships.
- Ensure content remains relevant as technology changes.

**Knowledge and Skills:**

Experience Five years to eight years of similar or related experience with a minimum of three years of experience developing and deploying educational assets.

Education Bachelor’s degree or higher in instructional design, instructional technology, education technology, corporate training, communications, language arts, or media arts. Master’s degree a plus.

Interpersonal Skills Work involves extensive personal contact with others and can be sensitive in nature. Motivating, influencing, and/or training others is key. Outside contacts are important in fostering sound relationships with other entities (companies and individuals) and is necessary and often requires the ability to influence and/or sell ideas or services to others.

Other Skills Certified Professional in Learning & Performance (CPLP) or CompTia Certified Technology Trainer (CTT+) or similar.  
 Learning Program Development & Management.  
 Demonstrated content development management experience.  
 Demonstrated training development and deployment experience.  
 Experience with Captivate, Canvas, Blackboard, Articulate, or other LMS or ELearning tools.

Physical Requirements Must have the ability to lift and move up to 75 pounds occasionally.

Work Environment Fast paced, goal and deadline driven, in-office environment with required travel.