Position: Program Manager – Awards, Students, and Early Career Activities

Status: full-time, exempt

Reports to: Director of Member Services

Key Function: Responsible for managing all aspects of the undergraduate and graduate student programs, including the Golden Opportunity Scholars Institute, early career member activities, the awards/scholarships/fellows programs, and assist with the K-12 outreach programs.

Interdependent Responsibilities: Works with membership, publications, communications, meetings, IT, and certification department staff as well as other organizations and vendors

Overview: The Program Manager of Student and Award Activities will effectively develop and manage programs for students/early career members/awards programs to increase use, value and satisfaction. This includes the Golden Opportunity Scholars Institute – an undergraduate program of the Agronomic Science Foundation. All of these activities require the Program Manager to work with member committees. Management of the programs also includes promotion, financial management, evaluation, and the use of technology for communications – both to our member audiences and outside audiences. The effective staff member will have a strong knowledge/understanding of diverse member groups needs (or willingness to learn), understand the opportunities that many different technologies present for effective communications, exhibit a high-level of attention to detail, and ability to work with many different members, staff, and vendors to ensure successful programs.

Key Activities:

- Manages the ASA, CSSA, and SSSSA Awards, Scholarships and Fellows Program and works with their committees. Provides support to members with the nomination process. Coordinates and develops all of the communications for the awards including promotions, notification letters, and award posters. Develops, in conjunction with other staff, the materials for the annual meeting awards programs. Processes honorariums/monetary awards.

- Advises and works with the national advisor and student officers with planning the annual meeting program for the Students of Agronomy Soils and Environmental Sciences (SASES). Manages and implements the students’ contests, committees and awards, and professional development programs. Attends student regional meetings. Works with the National Student Advisory Committee. Works to develop student activities/benefits/communications outside of the Annual Meetings.

- Advises and works with the graduate students committee to develop exciting and valuable programs for the Annual Meetings and activities/benefits that fall outside of the Annual Meeting activities.

- Advises and works with the Golden Opportunity Scholars Institute program committee. Assists with development of the Annual Meeting program, promoting the Institute to prospective participants, advisors, and mentors; develops articles on the program for CSA News, communicates with current and former scholars as needed for an ongoing flow of information, and tracks success metrics.
• Works with and is the liaison to the Early Career Member Committees.

• Works with Membership Committee as requested.

• Assists the Director of Member Services with K-12 projects and activities – to develop teacher/student resources (with the assistance of member committees) and ensure effective outreach to these groups.

• Be familiar with budgeting process and analyze program related expenses in order to develop recommendations on financial expenditures and cost effectiveness.

• Interface with all departments, working closely with staff and vendors.

• Perform project management related activities as assigned and needed to coordinate the development and implementation efforts.

• Utilize the appropriate technologies in the performance of the above duties.

• Assist with special projects as required.

Qualifications

Education: College degree in management or the agronomic/crop science/soil science/environmental sciences fields.

Experience: Minimum of 3-5 years experience in management or association/non-profit experience preferred.

Special Skills/Knowledge: Excellent written and verbal communication skills are required along with creativity for continuing development and of new programs and services. Keen organization and project management skills are needed to manage simultaneous, diverse assignments. Understanding of membership needs and web/electronic technologies for communications are a must. A strong work ethic, willingness to see projects through to completion, team-oriented attitude and flexible aptitude are valued in our fast-paced, continually changing environment.

Abilities: Ability to interact, establish and maintain effective working relationships with other staff, as well as members, other Societies and vendors. The ideal candidate will be able to handle multiple project responsibilities and effectively plan short and long-term project implementation. In addition, they are able to work both independently and collaboratively with many different groups. Finally, this position requires a strong customer-service orientation.

Location: Madison, WI