



Program Manager

Reports To: Director, Programs and Thought Leadership

What you get to do: The Program Manager will lead the creation, production and presentation of ASA's stellar virtual programming to our growing membership, with equity at the center. The manager will elevate the Program and Thought Leadership team of professionals with functional knowledge of the field of aging and previous success supporting a membership constituency. Remaining relevant with ASA's areas of focus, coupled with curiosity and the capability of engaging in conversations with and offering probing questions to professionals and experts in the field of aging, you will provide an exceptional educational and instructive virtual learning experience. Excellent project management, attention to the tiniest of details, probative research, and active communication skills, with a dash of innovation and a sincere desire to create good work, will lend themselves nicely to your success in managing ASA's continuing education program "soup to nuts".

Your core work and outcomes will include:

- With your ability to independently take a concept and bring it to reality with a sprinkle of creativity, you will research, brainstorm, identify, pursue, confirm, and manage all aspects of our diverse topics, speakers and guest panelists for ASA's virtual programming, webinars, podcasts, roundtables, focus groups and other online events and convenings. Additionally, you will take the lead role in the creation of "run-of-show" materials for these events.
- A comfort with various social media and online learning channels together with a true desire to be an "emcee" will embolden you to successfully host virtual and in-person events including webinars, Forum events, and conference events and to spark and facilitate conversations within ASA's online Communities.
- Your excellent project management talents, being a stickler for details and a proven juggler of multiple bits at once, you will satisfy registration, fulfillment, and distribution requirements of ASA's partnering accreditation institutions in the administering of ASA's critical and sought-after CEUs (continuing education credits) that many of ASA's programs and events carry.
- With an abundance of team-player traits and instincts you will lead the coordination of work among ASA's departments on behalf of the Program and Thought Leadership team.

You will be successful in this role if you have:

- A demonstrated commitment to inclusivity and leading with equity.
- Prior experience in or knowledge of gerontology and/or aging organizations, membership associations, and/or business units;
- A comfort, poise, desire, and curiosity to facilitate conversations within the field of aging in various online platforms;
- A positive, people-centric personality to proactively engage and facilitate communication and conversation among, as well as building connections and partnerships with members and non-members alike;
- Confidence in your project management skills and a proven ability to take a project from start to finish;
- A drive for clean and accurate data, matched with solid analysis skills;
- Enjoyment of working on a team with a commitment to presenting excellent quality programming;

- An ease with Microsoft Office and Teams software programs, video platforms, and excellent digital file management is among your must-have talents.

You are:

- Fired up about the possibilities of our aging society and want to make a difference;
- A curious, practical thinker who desires to get the job done and done well;
- Articulate, detailed, dependable and reliable;
- A communicator and people-person by nature, with a bit of desire to be in the spot light, who enjoys facilitating human interactions;
- A team player who possesses humor, patience and the ability to play nice in the sandbox.

Interested candidates are encouraged to submit their resume and a short cover letter to careers@asaging.org.

Salary Range: \$68,500 - \$73,000

ASA values a diverse workplace and strongly encourages older adults, women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. ASA is an equal opportunity employer. Applicants will not be discriminated against because of age, race, color, creed, sex, sexual orientation, gender identity or expression, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state or federal laws.