

**Moore College of Art & Design  
Job Posting**

**Status:** Exempt

**Position:** Continuing Education Program Manager

**Reports To:** Managing Director of Continuing Education

**Purpose:** This position is responsible for implementing and managing the operations of Continuing Education youth and adult programs.

**Position Summary:**

The Continuing Education Program Manager is responsible for assisting the Managing Director of Continuing Education in the planning, development and operations of continuing education programming at Moore College of Art and Design. Areas of focus include youth education, pre-college and adult learners. The Continuing Education Program Manager works closely with educators, program directors, program coordinators, artists, youth workers and external partners to bring relevant and engaging creative educational experiences to children, youth and adults. The Continuing Education Program Manager also assists with the development and implementation of curriculum that support Moore's mission and Strategic Plan with a thematic focus in areas such as interdisciplinary collaboration, distance learning, STEAM, inclusion, as well as design and visual thinking.

The ideal candidate must be a proven self-starter with outstanding organizational and communication skills and the ability to lead efforts efficiently while managing multiple priorities successfully. Project management, art/design background and technological expertise is preferred. Excellent writing, public speaking, and computer skills in Microsoft Word, Excel; adept at learning CRM and database management programs. Ability to work on Saturdays.

**Requirements:**

- Master's degree preferred and 3-5 five years non-profit management experience
- Art background; familiarity with art courses and materials helpful
- Enthusiasm for working with youth and adult students; previous experience helpful
- Ability to work in fast-paced environment with multiple demands competing for attention
- Must be a collaborative team player and also able to work independently
- Strong communication skills and expense management skills
- Demonstrated ability to manage projects from beginning through completion
- Excellent computer skills including Microsoft Word and Excel; adept at learning CRM and database management programs
- Ability and willingness to work on some weekends and evenings

**Responsibilities:**

1. Manage administrative procedures for student recruitment, registration, customer analysis, conversion, and enrollment reporting
2. Oversee Program Coordinator managing of student, faculty, and educational support services

3. Assist Managing Director in the development of youth and adult programs and market research
4. Implement smooth-running youth and adult programs
5. Recruit and supervise youth and adult program faculty & seasonal employees
6. Ensure compliance with policies, procedures and budget parameters
7. Provide administrative support and content for marketing and recruitment activities including website, social media, mailings, email campaigns, and other communication tools.
8. Develop and present public programs for yield events including department-wide projects and special events, houses, school visits, camp fairs, and career fairs.
9. Utilize CRM and essential software; Slate, Power Campus, Hobsons, Financial Edge, Raiser's Edge, Microsoft Word and Excel.
10. Provide customer service and course sequence advising for enrolled and prospective students
11. Oversee and ensure accuracy of CRM (Slate) and academic database (PowerCampus)

**Physical Demands/Working Conditions:**

Primarily office setting; some evenings/weekends and local travel required.

The above statements are intended to describe the general nature and level of work being performed. These are not to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel as so classified.

**To apply:** send cover letter with **salary requirements** and resume to: Moore College of Art and Design; Attn: Director of Human Resources; email: hr@moore.edu.

The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices. Retaliation is also prohibited. To read our full compliance statement please visit: <https://moore.edu/non-discrimination-policy/>