Program Manager Role

**Position Title: Program Manager; Under the Hood Learning Series**

**Description:**

Term: 15 months

Reports To: Director of Programs

Voting Position: No

Supervisory Duties: No

Executive Committee: No

Board Appointed: No

As Program Manager for the “Under the Hood” (UTH) Learning Series, you will deliver 3-4 events per year that each feature an innovative Learning and Development program and provide opportunities for attendees to network.

**Time Commitment:**

4 hours on average per month, with an expected increase in hours before/during/after each UTH event.

**Key Competencies:**

Technological Savvy, Strategic Member Engagement, Networking, Learning Event Design

**Primary Responsibilities:**

* Source and select UTH hosts based the Puget Sound region (with input from the Board and Director of Programs)
* Collaborate with each UTH host to create a 3-hour program
* Work with the ATDps Marketing & Communications team and Office Manager to create event pages, a marketing/communications plan, and collateral for each event
* Attend all UTH events as the ATDps point of contact, providing logistical support as needed

**Success Measures:**

* Deliver 3-4 UTH events per year
* UTH events receive positive feedback from attendees
* UTH events sell 75% of available seats
* Attend monthly Programs team virtual meetings
* Develop UTH host pipeline
* Works collaboratively and respectfully with UTH hosts, Board members and other volunteers

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| **Privileges:**  | **Additional Expectations:** |
| Position listed on your resume and LinkedIn profileAttend all UTH events for free during tenure | Member of ATD Puget Sound Chapter for termMeet success measures above |
| Opportunity to connect with ATDps members |  |
| Potential for career pathing into future Board positions |  |