

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

Description:

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

Term: 15 months

Reports To: Director of Programs

Voting Position: No

Supervisory Duties: No

Executive Committee: No

Board Appointed: No

Privileges:

Position listed on your resume and LinkedIn profile
Attend all UTH events for free during tenure
Opportunity to connect with ATDps members
Potential for career pathing into future Board positions

Additional Expectations:

Member of ATD Puget Sound Chapter for term
Meet success measures above