



**EMERGING LEADERS  
AND ENTREPRENEURS**

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## **EDUCATION MANAGER**

**REPORTS TO:** Director of Programs

**DECA Inc.**, is a non-profit educational organization headquartered in Reston, Virginia, that prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges across the globe.

The Education Manager is responsible for designing, implementing, and overseeing a comprehensive advisor professional learning program for DECA's high school and college divisions, as well as DECA's leadership programs for chapters and members. The Education Manager plays a pivotal role in building a strong and effective leadership program within the organization as we prepare emerging leaders and entrepreneurs.

The ideal candidate is energetic and excited to join a collaborative team, both within the department and across the organization. A successful applicant will be self-motivated, ready to prioritize multiple responsibilities and meet deadlines with minimal oversight.

### **EDUCATION:**

- Bachelor's degree in education, career and technical education, business, marketing, or a related field is required.

### **RESPONSIBILITIES:**

#### Instructional Design and Standards

- Monitor trends in Career and Technical Education and student programs.
- Develop lesson plans and resources in the areas of competitive events, classroom instruction, student learning and more.

#### Chapter Strategy

- Manage the development and on-going refinement of DECA's emerging leader series, designed to deliver leadership resources to all membership levels that align with DECA's mission and values, both on-line and at educational conferences.
- Create and design leadership development programs, workshops, and training materials to use with chapter and association officers.
- Develop chapter strategy resources to assist chapters and advisors.
- Manage the student executive officer teams for DECA's high school and collegiate divisions, including training, activities related to the program of leadership, evaluation, and ongoing support.

#### Advisor Professional Learning

- Develop, design, and implement advisor professional learning framework, including the management of in-services and trainings.
- Conduct trainings and recruit necessary presenters/facilitators.
- Continuously review and provide updates to DECA's professional learning resources to ensure relevance and accuracy.
- Manage a program to onboard and retain new chapters, while delivering supporting content for new chapter advisors.
- Use evaluation data and feedback from key stakeholders to suggest improvements to programs.
- Represent, promote, and speak about DECA education programs at significant meetings, events, and conferences.
- Maintain a favorable working relationship with DECA staff to foster a cooperative and harmonious working environment that is conducive to maximum employee morale, productivity, and efficiency/effectiveness.
- Perform other related work as assigned.

**DESIRED SKILLS:**

- Experience with instructional design and lesson plan development
- Significant experience delivering in-person and virtual training for both high school students and adult learners
- Strong understanding of adult learning theory
- Proficient in Microsoft Office products (especially Word, PowerPoint, and Excel).
- Strong communication skills, both written and verbal, for conveying ideas, providing feedback, and facilitating discussions.
- Demonstrated leadership experience and the ability to model effective leadership characteristics.
- Relevant experience and knowledge in coaching and mentoring high school and college students.
- High emotional intelligence to understand and navigate interpersonal relationships.
- Strong project management skills to oversee simultaneous projects with accuracy and punctuality.
- Ability to interact cooperatively and productively with employees at all levels across an organization and with the public.

**SUPERVISORY REQUIREMENTS:**

This position has no supervisory requirements.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, and copiers. Periodic lifting, pushing, and pulling of boxes and merchandise up to 50 lbs.

**POSITION TYPE AND EXPECTED HOURS OF WORK:**

This is a full-time position. Days and hours of work are typically Monday through Friday, 8:30 a.m. to 4:30 p.m. Periodic travel to conferences and meetings is required.

**CLASSIFICATION:**

Exempt, not eligible for overtime for time worked over 40 hours in a week.

**EEO STATEMENT:**

DECA, Inc. does not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

**OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.