

Company     The American Ceramic Society

Position     Program Manager, Education and Outreach

#### Position Overview:

The Ceramic and Glass Industry Foundation (CGIF), the educational arm of The American Ceramic Society, works to attract and train the next generation of ceramic and glass professionals. We are seeking a dynamic and experienced Program Manager to oversee the planning, implementation, marketing, and evaluation of our outreach activities and educational programs. This role offers an exciting opportunity to contribute to the growth and development of STEM fields by nurturing talent and fostering collaboration among industry professionals, educators, and students.

#### Responsibilities:

##### Program Coordination and Implementation

- Manage the planning, coordination, tracking, and reporting of program activities
- Oversee program budgets and expenditures
- Maintain regular communication with program volunteers and participants

##### Program Development

- Lead the development and refinement of educational outreach programs
- Identify and establish new partnerships with like-minded organizations
- Evaluate program effectiveness and implement improvements

##### Program Communication

- Oversee the development of engaging marketing and communication materials
- Assist in maintaining social media presence and website content
- Develop educational handouts and resources

## Outreach Events and Meetings

- Plan, attend, and represent the Foundation at meetings, workshops, and outreach events
- Build and maintain relationships with key stakeholders
- Present program information to diverse audiences

## Team Leadership

- Hire, train, and manage a full-time Program Assistant
- Delegate and oversee foundation activities and events
- Coordinate and supervise CGIF interns
- Create a collaborative working environment for staff and volunteers

## Required Qualifications:

- Bachelor's degree in education, communications, event planning, or related field. Advanced degree is a plus. Association experience and/or science education background is a plus, but not necessary.
- Minimum 3 years of relevant experience in event planning, outreach coordination, or education
- Exceptional attention to detail and organizational skills
- Strong interpersonal, written, and verbal communication abilities
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Demonstrated project management and goal-setting abilities
- Experience managing budgets and tracking expenditures

## Location and Travel:

- Position is based at our headquarters in Columbus, Ohio

- Hybrid work arrangement combining remote and in-office workdays
- 20% travel required for events, conferences, and outreach activities

#### Salary and Benefits:

Minimum starting salary for this position is \$60,000, commensurate with experience

Comprehensive benefits package includes:

- Medical, dental, and vision insurance
- Life and accident insurance
- Short and long-term disability coverage
- Generous paid time off
- Flexible work schedule
- 401(k) retirement plan with company match
- Professional development opportunities
- Team building and social events

EOE Statement: The Ceramic and Glass Industry Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

#### To Apply

Please send a resume and a brief statement about why you are interested in this role to [foundation.ceramics.org](http://foundation.ceramics.org). In the subject line, please write: Program Manager Application.

About the American Ceramic Society and Ceramic and Glass Industry Foundation:

The American Ceramic Society (ACerS) is the leading international professional membership organization for ceramic, glass, and materials scientists, engineers, researchers, manufacturers, sales professionals, educators, and students. ACerS publishes journals, periodicals, and books; organizes meetings and expositions; and offers technical information through web and print outlets. ACerS extensive website ([ceramics.org](http://ceramics.org)) provides online access to its journals, Ceramic Tech Today newsblog, ACerS Bulletin membership magazine, videos, student and young professional career resources, and specialized technical knowledge. The Society serves over 11,000 members from more than 70 countries.

The Ceramic and Glass Industry Foundation (CGIF) ([foundation.ceramics.org](http://foundation.ceramics.org)) plays the primary role in advancing the educational outreach of the American Ceramic Society. Founded by ACerS in 2014, the CGIF's mission is to attract, inspire, and support the next generation of ceramic and glass professionals. Since its inception, the CGIF has launched programs in a number of areas including student and teacher outreach, international student exchanges, student travel grants, student leadership development, a university-industry network, and an online Ceramic and Glass Career Center.