

CAREER OPPORTUNITY



Are you interested in a challenging, meaningful, growth-oriented career opportunity? Family Policy Alliance is dedicated to a nation where God is honored, religious freedom flourishes, families thrive and life is cherished.

Family Policy Alliance considers every position one of ministry and a valued part of our team. Therefore, it is essential that all team members have a personal relationship with Jesus Christ and fully subscribe to our Statement of Faith, Foundational Beliefs, Vision, Mission, Strategy, Shared Values and be able to demonstrate their sense of calling to work in a ministry that engages in the American system of government to affect the outcome of public policy, elections and culture for Christian values and families.

Family Policy Alliance (FPA) is seeking candidates for the full-time position of **Education Specialist**. The primary responsibilities will be to support all ministry education and training programs including the Statesmen Academy, the School Board Academy, and training webinars and seminars for elected officials, organization leaders and citizens. The Specialist will develop and coordinate training program logistics, serve as a liaison to faculty and students, manage a learning management system, and lead alumni engagement activities for the ministry's premier education programs.

Position Specifics:

- A mature Christian faith and fully supportive of Family Policy Alliance's Statement of Faith and Foundational Beliefs (see www.familypolicyalliance.com/careers/).
- Comfortable working with those holding non-Christian faith beliefs or secular beliefs and upholding the second greatest commandment, "Thou shall love they neighbor as thyself."
- **Responsibilities:**
 - Develop and implement education program logistics including timelines, presentation and resource materials, programs, agendas, communication and scheduling, and record-keeping
 - Develop new trainings for Academy alumni, allied organization leaders, congressional members and staff members, and citizen advocates
 - Assist with marketing and hosting education and training programs and sessions (in person and online)
 - Manage a learning management system where training materials are stored, marketed, and disseminated
 - Develop and lead alumni engagement activities (e.g., social media groups, continuing education, and events)
 - Track and utilize alumni accomplishments for internal and external use (e.g., goal setting and marketing)
 - Strong written and verbal communication skills, including ability to present and moderate online training sessions for policy leaders, nonprofit executives, elected officials and pro-family Americans.
 - Attention to detail, organizational and project management skills required. Ability to manage multiple projects at the same time, with shifting or overlapping priorities, and remain on-schedule and on-budget.
 - Persistent sense of optimism characterized by patience and a can-do attitude.
- **Education & Experience:** Bachelor's degree in business, communications, secondary or adult/continuing education, public policy or a related field; 2+ years' experience in project management, secondary or adult/continuing education/training, or program development
- **Technology Skills:** Microsoft Office 365, Asana, Constituent Relationship Management and Learning Management System platforms, Zoom (meetings and webinars), email marketing and social media platforms
- **Working Hours & Environment:** Requires flexible working hours to accommodate trainings, to include occasional evenings and weekends; ability to travel 3 – 5 times per year for approximately 3-5 nights away per trip
- **Location:** Colorado Springs, Colorado, but will accept candidates who can work remotely from a home office
- **Salary Range:** \$50,000 - \$55,000 based on experience and qualifications
- **Benefits:** Please visit <https://familypolicyalliance.com/wp-content/uploads/2021/08/FPA-Benefits.pdf>

If you have the above qualifications, please submit your **resume** and a **cover letter** stating the reasons you would like to work for Family Policy Alliance to careers@familypolicyalliance.com. We will be back in touch with you soon if additional information is required. Thank you for your interest in serving with Family Policy Alliance.