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Employment Opportunity - Program Manager

Non-profit technical association seeks a creative, experienced, technology-aware and dynamic Program Manager. This person will be a key staff member with internal and external leadership responsibilities. The person will have responsibility for multiple externally and internally funded projects and programs, creating and leading professional development programs, and supporting the Institute's committees and chapters.

The Program Manager must be self-motivated, flexible, an excellent communicator and an outstanding team player. An interest in and knowledge of earthquake engineering and global risk reduction is highly desirable. The Program Manager reports to the Executive Director and should be adept and comfortable working in a collaborative environment within a flat organizational structure. Some travel is required. The starting salary is competitive and is based on qualifications and experience.

EERI (www.eeri.org) is a non-profit membership-supported technical association with an international audience. The Institute serves as the U.S. national society for earthquake professionals and undertakes a number of projects and programs for federal and international agencies and foundations, as well as internally funded projects that benefit the Institute and its 3000 members.

EERI provides a comprehensive employee benefits package, paid vacation, holidays, sick days and a casual professional working environment in City Center Oakland on the BART line.

Primary Responsibilities include:

- Proposal development and writing, project management and project reporting
- Creating and managing professional development programs including workshops, seminars, short courses, and online courses and webinars
- Support and guidance for technical and administrative committees
- Support and guidance for regional and university-based student chapters
- Representing EERI at public events and on advisory and project committees
- Shared oversight and mentoring of EERI interns
- Building and maintaining strong relationships with partner organizations, funding agencies and EERI members
- Support for EERI annual meetings and conferences

Relevant Experience and Desired Skills:

- Five or more years experience in a related field or position
- Experience with a professional society as an engaged member or as a staff member
- Familiarity with the hazard risk reduction community
- Hands on successful grant development and management experience
- Strong project management skills
- Proven ability to effectively manage multiple projects
- Mobilizing and coordinating professional-level volunteers
- Working with professionals from a range of disciplines and backgrounds

- Working with students and student groups at the university level
- IT savvy, including website development and maintenance
- Experience working with non-profit organizations
- Intermediate to expert proficiency in Microsoft Office (Word, Excel, PowerPoint, Project)
- Basic to intermediate proficiency in publication layout software (such as Adobe InDesign)
- Strong organization skills and attention to detail
- Strong written and verbal communication skills

Education:

Bachelor's degree in a related field required, advanced degree preferred.

Application Instructions

APPLICATION DEADLINE: February 5, 2014

Candidates should send a letter of interest and resume with supporting qualifications to Jay Berger, Executive Director, at jberger@eeri.org. All applications will be kept in confidence. No calls please.