

**Position Title:** Program Administrator

**Position Summary:** The Program Administrator is a part-time paid position responsible for the day-to-day operations of the Advanced Training for Environmental Education in Georgia (ATEEG) Program. The ATEEG Program is a professional development initiative of the Environmental Education Alliance of Georgia (EEA). The Program Administrator serves under the direction of the Certification Advisory Board (CAB). This position is expected to work 10.5 hours per week, and not to exceed 546 hours for the year.

**Responsibilities:**

1. Provides effective communications with members of the CAB, EEA Executive Committee, Board of Directors, potential participants and current participants.
2. Provides quarterly activity reports to CAB which includes updates about participant progress and budget status.
3. Handles registration for each core course and onsite check-in during the first day of each course.
4. Maintains ATEEG financial records and budgets and works cooperatively with the EEA bookkeeper and EEA Treasurer.
5. Manages core course schedules and instructional materials.
6. Coordinates logistics for core courses including food, meeting space and lodging for instructors.
7. Maintains all participant records (electronic and hard copy), including applications, assignments, assessments, and Recertification documentation.
8. Maintains all course evaluation and assessment documentation.
9. Maintains the ATEEG webpage on the EEA website and updates the profile and course offerings on the EEinGeorgia website.
10. Coordinates CAB review process for Independent Study Project and Professional Development Plan requirements.
11. Assists instructors with course preparation and logistics as needed.
12. Under the supervision of the Web and Database Chair: assists in maintaining the EEA website, member profiles, emails, and forms on the EEA website.
13. Maintains profile and course offerings on the EEinGeorgia website.
14. Performs other duties as workload necessitates.

**Qualifications:**

1. Bachelor's degree in science or education related field, and knowledge of environmental education is a plus.
2. Experience managing program budgets and working knowledge of Excel and QuickBooks.
3. Ability to work independently and with minimal supervision.
4. Creative and highly organized.
5. Excellent verbal and written communication skills, and works well with others.
6. Proficiency with Microsoft Office products.
7. Willingness and ability to travel.

**To Apply:** Email a cover letter and resume to [kirwin@uga.edu](mailto:kirwin@uga.edu) by **May 31, 2019**. If sending by post, please send to:

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