

Program Manager
LSU AgCenter

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Downloaded On: Jul. 3, 2024 6:29am

Posted Mar. 13, 2024, set to expire Nov. 9, 2024

Job Title	Program Manager
Department	East Baton Rouge Parish
Institution	LSU AgCenter Baton Rouge, Louisiana
Date Posted	Mar. 13, 2024
Application Deadline	Mar. 27, 2024
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Agricultural - General
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Job Description	

POSITION VACANCY ANNOUNCEMENT

Work Location: This position will be housed at the Louisiana State University AgCenter – LaHouse Resource Center in Baton Rouge, LA.

Position Description: The program manager at LaHouse, operating under the overall direction of the LaHouse director, oversees facility operations and maintenance, training center management, usage and rental management, community engagement, promotion and marketing, customer service and satisfaction, and financial management to advance the center's mission of promoting resilient, sustainable and healthy housing solutions. Duties include:

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Facility Operations and Maintenance: Ensure the smooth operation and maintenance of all facilities including the LaHouse demonstration home, mobile exhibit, training center, and interior and exterior demonstration areas, to provide a welcoming and functional environment for visitors, educational programs, and events.

Training Center Management: Manage the LaHouse professional training program including scheduling, marketing, and logistics coordination to accommodate the diverse needs of training programs, instructors, and participants, while maximizing resource utilization and minimizing scheduling conflicts. Proactively identify new training courses and assess clientele interest.

Usage and Rental Management: Actively seek opportunities to increase the utilization of LaHouse facilities by educational groups, organizations, businesses, and individuals. Execute rental agreements and serve as the primary point of contact for inquiries, bookings, and coordination of events and rentals.

Community Engagement: Foster relationships with local community groups, organizations, businesses, and government entities to identify collaboration opportunities, promote partnerships, and enhance community engagement with LaHouse. Participate in community events, networking activities, and outreach initiatives to raise awareness and build connections.

Promotion and Marketing: Develop and implement strategies to promote LaHouse and increase its visibility within the community, regionally, and nationally. Collaborate with LaHouse staff and AgCenter Communications to showcase the center's offerings and attract visitors, participants, and renters.

Customer Service and Satisfaction: Provide exceptional customer service to all visitors, renters, and stakeholders of LaHouse, ensuring their needs are met and their experiences are positive. Address inquiries, concerns, and feedback promptly and professionally to enhance satisfaction and loyalty.

Financial Management: Manage budgets for facility operations, marketing initiatives, and rental activities, ensuring financial sustainability and accountability. Monitor expenses, revenue streams, and financial performance, and identify opportunities for cost savings and revenue generation.

Qualification Requirements:

- Bachelor's degree in business administration, facility management, or related field.

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Demonstrated experience in program management and administration.

- Proven ability to manage training center programs, including scheduling, marketing, and logistics coordination.
- Excellent community engagement skills, including relationship-building with diverse stakeholders and participation in community events.
- Proficiency in promotion and marketing strategies, with a track record of increasing visibility and attracting visitors to educational facilities or programs.
- Exceptional customer service skills, with a focus on ensuring positive experiences for internal and external stakeholders.
- Financial management experience, including budget management, expense monitoring, and revenue generation.

Preferred Qualifications:

- Master's degree in business administration, facility management, or related field.
- Demonstrated experience in facility operations and maintenance, preferably in a similar educational or public-facing environment.
- Previous experience in a leadership role within a facility management or educational program management setting.
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Familiarity with resilient, sustainable and healthy housing solutions.

- Demonstrated experience in residential construction, real estate, property management, or related field.
- Experience in developing and implementing community engagement strategies, particularly within the context of promoting educational initiatives.
- Demonstrated ability to assess change in awareness, knowledge, attitudes, and behavior of clientele through LaHouse programming.
- Understanding of grant writing and fundraising strategies to support financial sustainability and growth initiatives for LaHouse.
- Certification or training in facility management, event planning, or related fields.

Salary and Benefits: Salary will be commensurate with qualifications and experience. The LSU AgCenter has an attractive benefits package with a wide variety of benefit options. Benefits offered include retirement, multiple medical insurance options, supplemental insurances (dental, life, long-term disability, accident, vision, long-term care, etc.), Tax Saver Flexible Benefits Plan (saves tax dollars on some child care and medical expenses), university holidays (14 per year, typically includes a week off at Christmas), generous annual (vacation) and sick leave benefits, Employee Assistance Program, and possible educational leave and tuition exemption for coursework at campuses of the LSU System. Specific benefits depend on job category, percent effort, and length of employment.

Date Available: Upon completion of the selection process/

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Application Deadline: March 27, 2024, or until a suitable candidate is identified.

Application Procedure: Apply online at <https://LSU.wd1.myworkdayjobs.com/LSU> (or through Workday for internal applicants) by attaching cover letter with detailed CV including educational, employment, and research or outreach experiences, official transcripts, three letters of recommendation, and any other pertinent information. Letters of recommendation can be sent directly to:

Dr. Carol Friedland

Director, LaHouse Resource Center

Department of Biological and Agricultural Engineering

LSU AgCenter

3622 Gourrier Ave,

Baton Rouge, LA, 70820

Email: CFriedland@agcenter.lsu.edu

Web site: www.lsuagcenter.com/lahouse

The LSU Agricultural Center is a statewide campus of the LSU System and provides equal opportunities in programs and employment. An Equal Opportunity Employer.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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Contact

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