Education + Outreach Associate

The Education + Outreach Associate supports the Baltimore Chapter of The American Institute of Architects (AIA Baltimore), the Baltimore Architecture Foundation (BAF), and the Maryland Chapter of the American Society of Landscape Architects (MDASLA). Primary responsibilities include managing Continuing Education Services for AIA Baltimore and MDASLA, liaising with schools and architecture and landscape architecture programs in Maryland, and coordinating exhibitions and programs that bring the mission of the Center for Architecture and Design to life.

The ideal candidate has knowledge of architecture or landscape architecture education, or experience with managing continuing education programs, and a passion for Baltimore's built and natural environment, culture, and communities. They are also highly organized and detail oriented, able to work individually and as part of a team, and able to diplomatically deal with challenging situations while exhibiting professionalism.

This is an Exempt position reporting to the Executive Director, and working with a collaborative professional team. The Education + Outreach Associate will be an employee of AIA Baltimore, a 501(c)6 nonprofit membership organization. AIA Baltimore is an Equal Opportunity employer. Please submit cover letter and resume to lhill@aiabalt.com.

Responsibilities include:

Continuing Education and Professional Development

- AIA Continuing Education Services (CES) and ASLA Continuing Education services (LACES) - assist with learning objectives for events and programs, credit submittal, and reporting, as well as maintenance and organization of records.
- Facilitate continuing education and professional development opportunities for AIA Baltimore and MDASLA membership. In particular, study programs for Emerging Professionals and members seeking to prepare for the Architect Registration Examination (ARE) and Landscape Architect Registration Examination (LARE)
- Maintain up-to-date knowledge of professional development by reviewing professional publications and reviews; (USGBC, Registration Boards, Accreditation Boards, etc.); establishing personal networks; participating in professional societies.

Education Program Coordination

- Coordinate outreach and liaise with community-based organizations and the public for AIA Baltimore, BAF, and MDASLA educational programs and events.
- Liaise with all three organizations' committees related to education for youth as well as career education for Emerging Professionals.
- Coordinate and prepare for committee meetings, set-up meeting materials and refreshments as needed.

- Liaise with Maryland college and university architecture and landscape architecture programs to facilitate connection between academia and practice.
- Assist with annual sponsored AIA Baltimore, BAF, and MDASLA program planning and outreach
- Provide support and attendance for meetings, events, and programs as needed.

Center for Architecture and Design, Facilities and Administrative Services Support

- Assist with event and gallery exhibition scheduling at the Center for Architecture and Design, as well as coordination of programs to include event planning, marketing, communications, logistics and registration.
- Assist with retail inventory and merchandising.
- Assist with communication with Building Property Manager, including facility repairs and systems.
- Other duties as assigned

Shared staff responsibilities:

- Provide outstanding service to members of all organizations and visitors of the Center for Architecture and Design.
- Answer basic questions about benefits and value of membership and services of the organizations.
- Promote a positive culture of mutual respect and collaboration among staff and other organizations at the Center.

Required Skills:

- Clear and concise written and verbal communication skills
- Ability to effectively communicate information and respond to questions from managers, staff, members, and the general public.
- Ability to use Microsoft Office Suite, Google Suite, and Adobe Creative Suite