



Junior Education Program Manager

Adexilis Academy is seeking a Junior Educational Program Manager to help manage the company's courses related to healthcare and life science. This is a unique opportunity to gain experience in marketing and educational program management.

In this role you will plan and execute courses. Your daily responsibility as a junior educational program manager will include working closely with the Marketing Manager to research and discover educational program needs, manage budgets, assist with reports, and help coordinate course logistics.

You will utilize project management skills to manage pre-program reviews and communications and follow-up, ensuring all stakeholders are working together to deliver a high-quality program.

The ideal candidate will have some experience of successfully managing programs and have excellent interpersonal and written communication skills.

Job Responsibilities

- Assist in planning, production and execution of education programs hosted by Adexilis Academy in Europe
- Assist in building metric reports to ensure the success of the education programs.
- Serve as an assistant, responsibilities include, but are not limited to: pre-course consultation and planning, venue research, vendor management, agenda development and show flow, course promotion and registration, printing and shipping, budget management, on-site management, follow-up and reporting.
- Build and distribute regular pre-course status reports and post-course reports.
- Work closely with the marketing manager and the general manager of the company to achieve business goals via marketing
- plan and execute extensive multi-touch marketing campaigns to include: email, direct outreach, website development, print advertising, social media, and other resources to assist in acquiring sponsors, speakers, and attendees
- Track and monitor response of all executed efforts; to meet attendee and other target goals
- Keep the websites and calendars current with up-to-date information
- Create and deliver ongoing reports on attendee numbers, campaign results
- Manage calendar, project timelines, and assist with budget and budget tracking.
- Participate in pre-course weekly meetings

**Basic Qualifications**

- Relevant experience in planning / marketing of educational programs is an advantage
- Bachelor's degree in business, marketing, communications, or relevant field of study.
- Demonstrated success in program management or project management is an advantage
- A willingness to achieve success with the education programs and ability to work on projects with little supervision
- Superior oral and written communication skills with an innate attention to detail.

In case you find the opportunity interesting and the description matches your profile, please apply by sending your English language CV and motivation letter to info@adexilis.academy !