



Education and Virtual Programs Manager

TLA Overview

The Texas Library Association (TLA) is the largest state library association in the U.S. with almost 5,000 members representing all library types: academic, public, school, and special, plus library supporters dedicated to helping libraries better serve their communities. TLA is a non-profit 501(c)(3) organization founded in 1902 to promote libraries and library services in Texas and support the work of libraries, library professionals, and educators throughout the state. TLA is committed to providing welcoming workplace experience for all employees.

Exempt, Reports to Director of Education

Directly Supervises: 0

Position Overview

The Education and Virtual Programs Manager plays a key role on the Education team by developing and managing TLA's professional learning portfolio. This position oversees the design, implementation, and evaluation of education programs including certificate programs, webinars, and conference education. The manager collaborates with staff, volunteers, and subject matter experts to create high-quality professional development opportunities that advance the skills of the Texas library workforce and generate revenue for the association.

The position also serves as a cross-functional member of the association's meetings and registration team during peak event periods.

This is a highly visible position based out of our Austin office; residence in the Austin/Central Texas area is a requirement. During the first 60 days of employment, up to four days a week in-office can be required. After the initial training period, TLA offers a hybrid work schedule with in-office work required for a minimum of two days per week. During crucial times in advance of large events such as the TLA Annual Conference, up to 5 days a week in-office may be required.

Major Job Responsibilities

Education Program Development and Delivery

- Lead planning and execution of professional development programs including webinars, workshops, certificate programs, and other continuing education initiatives.
- Manage the lifecycle of the Public Library Director Certificate program and other credentialing initiatives.
- Coordinate virtual and in-person education programming including LMS-based learning opportunities.
- Collaborate with the Conference Planning Committee and Director of Education to support development of the TLA Annual Conference education program.

Program Strategy and Volunteer Collaboration

- Work with volunteer instructors and subject matter experts to develop high-quality program content.
- Assess member education needs and recommend new program opportunities aligned with TLA's strategic priorities.
- Provide guidance and training to volunteer program leaders and presenters.

Special Initiatives and Grant Programs

- Coordinate implementation of grant-funded or special education initiatives such as Law for Librarians or other emerging programs.
- Monitor timelines, deliverables, and reporting requirements for grant funded education initiatives.

Program Operations and Evaluation

- Track program participation, evaluate outcomes, and prepare reports to inform program improvement.
- Manage program budgets, forecasting, and expense tracking in coordination with the Director of Education.

Meetings and Conferences

- Assist with development and coordination of education programming for the TLA Annual Conference and other association meetings.
- Prepare event materials including agendas, participant lists, speaker information, and program documentation.
- Collaborate with Marketing, Exhibits, and Sponsorship teams to support promotion and delivery of educational programs.
- Conduct post-event analysis and recommend improvements for future programming.

General

- Support and participate in association activities and initiatives.
- Work collaboratively with staff across departments to ensure successful delivery of programs.
- Maintain professional knowledge of continuing education trends in libraries and associations.
- Other duties as assigned.

Who You Are:

Bachelor's degree in education, library science, nonprofit management, communications, or related field.

- 3–5 years experience developing or managing professional development programs, continuing education, or training initiatives.
- Experience coordinating virtual and in-person learning programs, workshops, or conferences.
- Demonstrated ability to manage multiple projects and program timelines simultaneously.
- Strong program management, budgeting, and evaluation skills.
- Excellent written and verbal communication skills.
- Ability to collaborate across departments and manage relationships with volunteers and presenters.
- Strong presentation skills; comfortable speaking in front of groups of all sizes.
- Proficiency in Microsoft Office 365, Teams, and Zoom; experience with AMS/CRM systems preferred.
- Experience managing learning management systems (LMS) or online learning platforms.
- Comfortable learning and managing technology platforms.

- Ability to use data to drive decisions and create strategy.
- Willingness to travel throughout Texas up to 20%
- Commitment to an inclusive culture and approach to your work.
- Professionalism: Good judgment; ability to interact with all levels of staff, volunteers, and members.

Salary Range: \$65,000 to \$70,000 depending upon experience.

Interviewing and Hiring Timeline

This position has a target employment start date of June 8, 2026, with interviews starting in early May.

Excellent employee benefits provided including:

- Company-paid employee health, vision, dental, and life insurance.
- Employer-matching 401(k) retirement plan
- 20 paid holidays each year
- 10 paid vacation days each year
- 12 paid sick/3 personal days each year
- Hybrid work schedule with up to three days per week remote, after orientation period
- Employer paid professional development
- Onsite fitness facilities
- Centrally located in North Central Austin off Mopac

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

TLA is an Equal Opportunity employer. Personnel are chosen based on ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.

Applications close May 8, 2026, at 5 PM(CST).

To apply please submit your resume, cover letter, salary requirements and availability to hr@txla.org.