



Job Title: Program Director

Reporting To: Executive Director

Job Summary:

The Program Director will work in collaboration with BTC Institute team members to oversee instructional design, development and implementation of educational programs for a diverse range of learners. This role encompasses all aspects of program development and coordination tasks, as well as program management within the BTC Institute's portfolio to ensure seamless implementation of workshops, trainings, and events. The Program Director will work closely with other staff to maintain excellence in program delivery and operational efficiency and will serve as a mentor for team members. Occasional instructional support will be required in this role.

General Roles and Responsibilities –

- Lead instructional design efforts for a wide range of hands-on biotechnology programs.
- Work with a team to deliver high-quality, high-impact educational experiences for learners ranging from introductory to advanced levels.
- Serve as a mentor for other team members, modeling excellence in program development and implementation.
- Create and deploy appropriate evaluation to allow us to continually improve our programs.

Key Areas of Support -

Program Development and Implementation:

- Lead program development in collaboration with various partners. Recruit subject matter experts as needed.
- Create comprehensive instructional materials, including lecture notes, laboratory protocols, evaluation materials, and related documents based on materials provided by subject matter experts.
- Organize evaluation materials, collect feedback, and as needed, contribute to analysis of evaluation data to improve program quality.
- Serve as an instructor for scientific programs within the BTC Institute portfolio.

Program Operations:

- Lead instructional design and program development. Mentor other BTC Institute staff in employing appropriate instructional design principles.
- Coordinate logistical support for program implementation to effectively deliver programs.
- Assist in the preparation of presentations, reports, and other materials as requested.

Project Management:

- Provide project management for BTC Institute program initiatives. Coordinate information exchange with attendees and other stakeholders as requested.
- Assist with project management for grant-related activities and program development, tracking expenses and ensuring timely fulfillment of grant-related responsibilities.

Develop and Maintain Public-Facing Content for Media Platforms:

- Develop and maintain content on the BTC Institute website and other media outlets to accurately represent initiatives.
- Create and maintain curricular materials in appropriate software platforms.
- As needed, assist with curating curricula on LMS platforms.

Compliance and Workplace Culture-

- Serve as a mentor and leader for others within the organization engaged in instructional design and development.
- Ensure compliance with relevant ethical, legal, and regulatory standards.
- Foster an inclusive, collaborative, and respectful work environment by embracing the organization's core values of emotional and social intelligence.

Key Qualifications-

- 5-7+ years' experience leading projects within an educational or training environment.
- 5+ years in a mentorship or group leadership/management role.
- Bachelor's degree within the molecular biosciences/life sciences. Preferable advanced degree or equivalent experience.
- Strong organizational skills, with the ability to manage multiple projects and priorities simultaneously.

- Proficiency Microsoft Office Suite (Excel, Word, Outlook), online publishing platforms, and other relevant software.
 - Experience in coordinating events or workshops, managing communications with participants, and ensuring operational efficiency.
 - Excellent working knowledge and experience using instructional design/Instructional System Design (ISD) principles applied to hands-on and experiential learning in the biotechnology sector.
 - Excellent written and verbal communication skills, and the ability to collaborate effectively with internal and external stakeholders.
 - Experience with Learning Management Systems, event management platforms, and evaluation software.
 - Project management experience, with a demonstrated ability to manage timelines, deliverables, and team collaboration.
 - Familiarity with website development and management.
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Work Environment-

- This position may require occasional travel for events and training coordination. The successful candidate will work on-site with the potential for flexibility.
- Ability to work outside regular business hours when necessary, especially during events or workshops.