Professional Training and Education Programs Manager

PHIUS (rhymes with Prius) is a 501(c)3 organization committed to making high-performance passive building principles the mainstream best building practice, and the mainstream market energy performance standard. Buildings that meet the rigorous PHIUS+ performance standard use 40-60 percent less energy than conventional buildings—with a commensurate reduction of carbon emissions. PHIUS is the leading provider of professional training for passive building design, construction and quality assurance professionals. PHIUS also provides a robust continuing education program.

Training programs are currently all online. Our flagship program can lead to certification as a CPHC®, the leading passive building design credential. It consists of 40+ hours of recorded modules, plus 24 hours of live online instruction spanning 8 days, followed by an exam. Our Certified Passive House Builders program comprises 8 hours of recorded material, and 24 hours of live instruction. PHIUS also hosts more advanced, shorter training programs and is continuing to expand their offerings. This role would include the refinement of existing programs as well as the creation of new programs, management of certified trainers and scheduling, facilitation of curriculum updates, as well as responsibility for the central online training site.

Responsibilities

Program Development

- Work with internal and external subject matter experts to ensure quality and to update programs as needed.
- Develop new programs for existing and new audiences, including management of timeline and curriculum development.
- Bring innovation to the online user experience.

Program Maintenance and Implementation

- Maintain an up-to-date catalog of PHIUS' training offerings.
- Facilitate and track updates to curriculum for both content and format.
- Schedule future training courses in response to anticipated demand.
- Schedule and facilitate certified trainers to run the live sessions.
- Serve as lead/project manager for PHIUS Annual North American Passive House Conference.

Marketing and Promotion

- In collaboration with other PHIUS staff, promotes training programs through partner organizations to the general architecture and construction communities as well as to existing constituents.
- Maintain and update web information on all training programs.
Administration and Customer Service

- Streamline and oversee application and registration processes.
- Respond to registration questions and issues.
- Manage class rosters and communications.
- Manage the PHIUS online training platform.
- Manage the exam scheduling, exam graders, and associated processes.
- Monitor profitability of each program.

Qualifications

Musts

- Bachelors’ Degree
- Administrative/Customer Service Experience
- Competency in Google applications and MS Office

Ideal

- Education and/or experience in the training field
- Experience or interest in architecture/construction
- Experience or education in instructional design

To apply, email resume and cover letter to jobs@phi.us.org