Collaborative for Academic, Social, and Emotional Learning

an Invitation to apply for the position of

Manager of Conference Content and Programming

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Organizational Summary

The Collaborative for Academic, Social, and Emotional Learning (CASEL), is a nonprofit organization based in Chicago, and a trusted source for knowledge about high-quality, evidence-based social and emotional learning (SEL). CASEL's mission is to help make evidence-based SEL an integral part of preschool through high school education across the country. We are transforming American education through SEL by collaborating with leading experts and supporting districts, schools, and states nationwide to drive research, guide practice, and inform policy. Together, we are supporting all young people in our diverse society to lead healthier, happier, more productive, and fulfilling lives.

With committed and growing philanthropic funding and a cohesive strategic plan, CASEL is endeavoring to:

- Support the implementation and document the impact of systemic SEL in schools and districts.
- Capture, refine, and test the learnings to advance the research base for the process of implementing systemic SEL and share that knowledge broadly.
- Identify and evaluate interventions and assessment tools to accelerate high-quality implementation of SEL nationwide.
- Partner with SEL program providers, colleges of education, professional organizations, school districts, and researchers to support scaling of SEL.
- Promote federal and state policies that encourage academic, social, and emotional learning.
- Strategically communicate to foster widespread demand for SEL as an essential part of students’ education at the classroom, school, district, state, and national level.

Position Description

The Manager of Conference Content and Programming supports the development and execution of content for CASEL’s annual SEL Exchange conference, and will support other CASEL convenings as needed.

This remote position will report to the Director of Conference and Convenings.
Key Functions

• Serve as a key leader on the overall conference team to support the development of the content and programming of the SEL Exchange annual conference.
• Lead and manage process for identifying, securing, and supporting keynote and featured speakers
• Lead and manage process for soliciting submissions for SEL Exchange breakout sessions.
• Design and manage breakout session reviewer committees in coordination with CASEL staff and volunteers.
• Ensure selection of and support for high quality sessions in alignment with the overall event theme and objectives.
• Oversee design of curated breakout sessions, outside of general call for sessions process, to support overall participant learning journeys.
• Lead the content development process through collaborative synthesis of diverse feedback from multiple stakeholders, to ensure execution of all deliverables is timely and accurate.
• Collaborate to develop content strategy, workflow, project management frameworks, content production timelines, and program agenda.
• Collaborate on design of the overall structure and timing of the conference program in partnership with the Executive Producer, CASEL Practice Leadership and staff, and the SEL Exchange Planning Team. This includes:
  • Experiential Youth Voice Programming
  • Featured Speakers and Keynotes
  • Data & Research/ Continuous Improvement
  • Session review team
  • Pre-conference sessions and exhibit halls
• Collaborate with Event Operations, Finance, Communications, and Research teams to ensure delivery of a high-quality attendee experience.
• Support programming of other CASEL convenings as assigned

Qualifications

• Expertise and experience in effective adult learning strategies and creating engaging Adult SEL experiences
• Experience developing engaging professional learning opportunities desired
• Four or more years of experience planning in-person, virtual, and hybrid meetings and events preferred.
• Experience in school and/or district SEL implementation desired
• Demonstrated ability to manage projects from idea formation through implementation working with internal and external contributors.
• Highly motivated, results-driven, and able to prioritize team efforts to use resources efficiently and meet deadlines.
• Superb customer service and problem-solving skills.
• Well developed oral, written, interpersonal, and organizational skills.
• Ability to work effectively in a team-oriented, mostly remote work environment.
• Technical aptitude, particularly as it relates to technologies for planning and hosting meetings.
• Willingness to travel for events, including overnight trips (up to 25% of contract time).
Compensation
This is a full time, exempt, benefits-eligible position. CASEL offers competitive salaries commensurate with experience and certifications.

To Apply
Please submit a cover letter and resume that includes references to careers@casel.org. Please include the position title in the subject line of your email, and mention in your cover letter where you heard of this position.

The Collaborative for Academic, Social, and Emotional Learning is an equal opportunity employer. CASEL evaluates applicants for employment on the basis of qualifications, merit and work-related criteria without regard to race, color, religion, gender, gender identity or expression, national origin, age, sexual orientation, mental or physical disabilities, pregnancy, medical condition, marital status or any other characteristic protected by law. CASEL employs and values a diverse work environment.