



RE: Job Posting

LMA Municipal Education and Program Administrator

The Louisiana Municipal Association (LMA) is seeking a highly motivated and detail-oriented professional to serve as **Municipal Education and Program Administrator**. This position plays a critical role in supporting the operations of the association and administering municipal education programs statewide.

Position Overview

The person in this position is responsible for developing, implementing, and keeping records for a statewide municipal education program, for management of and collaboration with the Louisiana Recreation and Park Association, and for working with LMA staff on a variety of conferences, programs and initiatives. The ideal candidate is tech-savvy, highly organized, and capable of managing multiple priorities with accuracy and professionalism.

Key Responsibilities

Association Coordination

Responsibilities include, but are not limited to:

- Planning, coordinating, and executing a minimum of two (2) off-site association events annually
- Creating and managing events using **iMIS Event Software**
- Registering attendees, sponsors, and exhibitors
- Developing event programs and promotional materials using **Canva**
- Coordinating event logistics, communications, and on-site support
- Managing membership records and communications

Financial & Administrative Duties

- Maintaining accurate financial and membership records
- Assisting with reports and documentation as needed

Municipal Education Program Administration

- Developing a comprehensive municipal education program
- Tracking continuing education hours for municipal officials statewide
- Maintaining accurate certification and training records
- Generating reports on participation and compliance
- Coordinating with program instructors, attendees, and leadership

Qualifications

- Strong organizational and time management skills
- High level of attention to detail and accuracy
- Self-starter with the ability to work independently
- Dependable and able to meet deadlines consistently
- Proficient in technology, including:
 - Event management platforms (experience with iMIS preferred)
 - Design tools such as Canva
 - Microsoft Office Suite (Excel, Word, Outlook)
- Excellent written and verbal communication skills
- Experience in association management, event planning, or program administration preferred

Work Environment

- Position may require occasional travel for off-site events
- Ability to manage multiple projects simultaneously in a deadline-driven environment

Why Join LMA?

LMA is a member organization of Louisiana's 305 cities, towns, and villages. This position offers the opportunity to support municipal professionals across Louisiana, contribute to meaningful educational programs, and play a key role in a respected statewide association.

Compensation & Benefits

Salary range is \$40,000 to \$55,000 depending on experience, plus benefits including healthcare and retirement. Interested candidates should send a resume to careers@lma.org

How to Apply

Interested candidates should submit a resume and cover letter detailing relevant experience to:

Richard Williams, Interim Executive Director
Louisiana Municipal Association
6767 Perkins Road
Baton Rouge, LA 70808
225-344-5001
Email: careers@lma.org