

Job Title: Education Coordinator
Department: Publications & Education
Reports To: Publications/Education Director
Location: Colorado Springs, CO
Employment Type: Full-Time, Non-Exempt
Supervisory Role: None

The National Strength and Conditioning Association (NSCA) is a 501(c)3 nonprofit association dedicated to advancing the education of strength and conditioning and sport science professions globally.

The NSCA exists to empower our community of professionals by disseminating evidence-based knowledge and practical application through industry-leading certifications, research journals, career development and networking opportunities, and continuing education. Our community includes more than 60,000 certified professionals worldwide, advancing industry standards in various roles such as researchers, educators, strength and conditioning coaches, performance and sport scientists, personal trainers, and tactical professionals.

POSITION OVERVIEW

The Education Coordinator will work closely with education and publications staff to plan, develop, and deliver educational programs and materials supporting NSCA certifications. Provide additional support as needed to help achieve the department's strategic goals.

ESSENTIAL FUNCTIONS AND PRIMARY RESPONSIBILITIES:

- Assist with developing, organizing, and delivering exam prep clinics and educational courses.
 - Schedule, plan, and coordinate exam preparation events.
 - Update and maintain exam prep and education information on NSCA online platforms, in partnership with internal departments.
- Support the education team with updates and development of materials.
 - Identify and engage subject matter experts for content updates and new development needs.
 - Collaborate with subject matter experts to create educational content, including articles, courses, and videos.
 - Work with subject matter experts on practice question writing and review.
- Support research and tracking of content updates for exam preparation materials, textbooks, and journals.
- Assist in coordinating projects tied to the strategic goals of the Education and Publications department.
- Respond to customer inquiries related to education and exam prep via phone, email, and social media.

QUALIFICATIONS & EDUCATION:

Education:

- Bachelor's degree in strength and conditioning or related field.
- NSCA certification required.

Experience:

- 1-2 years of experience in an office setting.
- Proficient in using Microsoft Office applications.
- Previous experience with association management system (AMS) preferred.
- Previous experience with an online learning management system (LMS) preferred.

Skills and Knowledge:

- Working knowledge of NSCA certification programs.
- Excellent organizational skills.
- Excellent written and verbal communication skills.
- Ability to learn and efficiently use multiple computer programs/platforms.
- Ability to interact professionally and effectively with internal and external stakeholders.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Normal demands associated with an office environment on standard office equipment. Ability to work on a computer for long periods, and the ability to lift 20lbs.

We are committed to providing access, equal opportunity, and reasonable accommodation for persons with disabilities.

Travel: Unlikely

Occasional overtime may be required.

Office-based position that follows our hybrid work policy schedule which includes some days in the office and some working remotely.

COMPENSATION AND BENEFITS:

Salary: \$24.00 - \$26.00 per hour.

Paid time off to include holidays (10 per year), vacation, and sick days.

401k retirement plan.

Insurance to include medical, dental, vision, life insurance, and short-term/long-term disability.

EQUAL EMPLOYMENT OPPORTUNITY

The NSCA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Please submit a cover letter and resume no later than June 26, 2026 to human.resources@nsca.com