

LEARNING MANAGEMENT SYSTEM (LEARNING CENTER) ADMINISTRATOR



What if your next role helped power how an entire industry learns and grows? As LMS Administrator, you'll drive a best-in-class training experience that reaches thousands across the propane industry—bringing together technology, creativity, and collaboration to make a real impact. If that sounds like your kind of challenge, keep reading...

The PROPANE EDUCATION & RESEARCH COUNCIL (PERC) has an amazing opportunity for a **Learning Management System (LMS) Administrator**. The first energy council of its kind, PERC, a non-profit, works with retailers, consumers, and partner industries to drive technology development to expand adoption of propane as a clean, domestic, and affordable energy source. This remote position reports to the **Director of Learning Center Operations and Educational Projects** and is classified as Exempt.

The following job summary outlines the scope and purpose of this position:

The Learning Management System Administrator is responsible for the overall management, maintenance and administration of the Propane Industry's LMS application and environment to include the complete configuring and testing of all functions within the system. The LMS Administrator is the primary contact for vendor support, maintenance, notifications, releases and updates. The LMS Administrator optimizes the user's experience, investigates and resolves LMS application and server environment errors, communicates with the IT development team as appropriate, collaborates with PERC and other industry teams to establish policies, processes and procedures related to maintenance, updates, upgrades, integration, and development of the LMS application and environment. The LMS Administrator works with third-party services to maintain a secure, highly available and fault-tolerant LMS environment. Additionally, this position requires a strong ability to communicate and build relationships with state associations and companies within the Propane and Allied Industry to help implement and develop custom solutions for individual organizations. Other duties as assigned.

To excel in this role, the successful candidate will demonstrate the following strengths and qualifications:

- Five or more years of LMS experience, with a proven track record in learning management administration.
- Proficiency with computer programs and comparable LMS platforms, with the ability to quickly adapt to new technologies.
- Strong troubleshooting skills to research and resolve LMS functionality issues and escalated support tickets.
- Knowledge of software configurations and web technologies, with problem-solving methods to diagnose and resolve technical challenges.
- Ability to build and leverage relationships with key internal and external stakeholders to achieve results.
- Collaborative team player who can also operate independently when needed.
- Analytical, organized, and detail-oriented, with strong follow-through on tasks and projects.
- Skilled at managing relationships across all levels of the organization and with external partners.
- Industry experience preferred—background in propane, energy, or related sectors a plus.

Beyond technical expertise, we're looking for a leader who embodies these core competencies:

- Exemplifies PERC's core values—collaborative, dependable, respectful, purposeful, and customer-focused.
- Communicates with clarity and impact, using excellent written, verbal, and interpersonal skills.
- Strategic and creative problem-solver who aligns big-picture goals with innovative solutions.
- Flexible and adaptable team player who thrives in dynamic environments and builds strong partnerships.
- Influential leader with sound judgment, able to inspire confidence, drive results, and make well-balanced decisions.

Education: Bachelor's degree in management information systems, systems administration or equivalent experience. Advanced degree a plus.

Licenses, Certifications, Qualification, or Standards:

- Experience with Absorb or similar type LMS systems highly preferred.
- Mastery of Microsoft software (word, excel, PowerPoint)
- Experience working with SCORM Compliant systems
- Experience with Articulate, Storyline, or similar e-learning platforms

Working Conditions: Office Work Environment (76%-100%) / Travel (up to 25%)

Benefits: In addition to a competitive salary, PERC offers excellent benefits such as: vacation and sick pay, 401(k) retirement plan, healthcare (to include Vision and Dental), LTD, Life insurance, and a wonderful and supportive work environment.

Please apply via this link: <https://propane.bamboohr.com/careers/54?source=aWQ9MjM%3D>

ONLY APPLICANTS WHO ANSWER ALL APPLICATION QUESTIONS AND MEET THE STATED QUALIFICATIONS WILL BE CONSIDERED.

THE PROPANE EDUCATION AND RESEARCH COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER. *All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, national origin, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by federal, state or local law.*