

Professional Development Coordinator, Population Education

General Description: The Professional Development Coordinator works as part of a dynamic team to research, market, organize and present teacher training workshops, with a specific emphasis on professional development workshops for current teachers. The Professional Development Coordinator will also coordinate and promote an online course for teachers.

Responsibilities include:

- Conduct outreach and market professional development workshops to schools, school districts and nonformal educational institutions. This includes identifying and compiling appropriate marketing leads and audiences.
- Research state and district-level requirements for continuing education credits to better market PD workshops.
- Cultivating relationships with key school and district staff and building partnerships.
- Identify and arrange the event details for Population Education hosted workshops in target areas for local educators.
- Coordinate with other Population Education staff to identify and work with local trainers on professional development workshops.
- Research state level CEU provider requirements and complete necessary applications so Population Education workshops can be offered, with credit, in those states.
- Coordinate and promote an online course for teachers offered through a nationally-recognized university.
- Organize, coordinate and present hands-on workshops throughout the U.S. for current and future teachers.
- Help maintain and update the program website with current workshop information and new blog posts.
- Prepare workshop materials.
- Staff exhibit booths at education conventions.
- Contribute to the development of new curriculum materials and projects, such as writing classroom lesson plans, student readings and web-based resources.

Requirements:

- B.A. or B.S. and at least three years relevant professional experience (teaching, program administration). Experience organizing and/or running professional development sessions strongly preferred.
- Self-starter with the creativity and resourcefulness to find new opportunities and implement new projects.
- Skill and experience in public speaking.
- Excellent organizational and interpersonal skills.
- Knowledgeable about current trends in K-12 education.
- Ability to work as a team member in a collaborative, fast-paced program.
- Strong oral and written communication skills.
- Ability to juggle many tasks at once and meet strict deadlines.
- Strong computer skills and familiarity with database management.
- Understanding of and enthusiasm for environmental, population and reproductive health issues.
- Ability to travel independently to facilitate workshops in different parts of North America.

Compensation: Salary commensurate with experience. Competitive benefits package including health, dental, 401K and flexible spending account.