

## Education Program Associate

**General Description:** The Education Program Associate works as part of a dynamic team to market, coordinate and present teacher training workshops, manage volunteer workshop facilitators, and develop and promote the program's K-12 teaching resources. More information about the program is at [www.populationeducation.org](http://www.populationeducation.org).

### Responsibilities include:

- Oversee all program activities within a region of the U.S.
- Conduct outreach within the region to market professional development workshops to university pre-service programs.
- Coordinate and schedule professional development workshops for staff and volunteers at conferences, universities, and school districts.
- Present hands-on workshops throughout the U.S. and Canada for current and future teachers.
- Manage relationships with members of our national volunteer trainers' network.
- Write blog posts and participate in social media postings.
- Prepare workshop materials and complete post-workshop reporting.
- Assist with the planning and presentation of national and regional "Train the trainer" Institutes and webinars.
- 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.
- Assist in supervising interns and paid fellows.

### Requirements:

- B.A. or B.S. and a minimum of three years of relevant professional experience (teaching, adult education/training)
- Skill and experience in public speaking.
- Excellent organizational and interpersonal skills.
- 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.
- Knowledgeable about current trends in K-12 education.
- Ability to travel frequently and independently throughout the school year (Driver's license a must.)
- Good sense of humor, creativity and flexibility.

**About the Population Education program:** Population Education, a program of Population Connection, provides K-12 teachers with innovative, hands-on lesson plans and professional development workshops to teach about human population growth and its impacts on the environment and human well-being.

**Compensation:** Commensurate with experience; competitive benefits package.