

Education Program Assistant

General Description: The Education Program Assistant works as part of a dynamic team to maintain and implement updates to K-12 curriculum products, assist in marketing teacher resources, and coordinate the process of getting materials to our volunteer trainers and customers. The Assistant also helps to update and maintain our program websites. This is an entry-level position with the support to learn new skills.

Responsibilities include:

- Coordinate the assembly and shipment of materials (handouts and props) for staff and volunteer trainer workshops and convention exhibits.
- Maintain inventory of curriculum products, workshop hand-outs, and exhibit materials. This will include working with printers and other vendors.
- Fulfill customer orders for curriculum products.
- Maintain organized and accessible records of all on-line store orders and workshop payments (invoices, purchase orders, pending payments, etc.) for our accounting department.
- Update program websites as needed (WordPress).
- Update curriculum PDFs using basic desktop publishing skills (InDesign and Adobe).
- Maintain large contacts lists of educators within a database and CRM.
- Write blogs for program website.

Requirements:

- At least one year of relevant professional experience or equivalent (program administration, office support, etc.).
- Excellent organizational skills and careful attention to details.
- Ability to juggle multiple tasks at once and meet strict deadlines.
- Experience using Microsoft Office Suite and Google apps. Familiarity with database management, desktop publishing and WordPress a plus, or an enthusiasm for learning new digital skills.
- Interest in K-12 education and the organization's issue areas (population, environment, reproductive health)
- Flexibility to take on new assignments and learn new skills.

Compensation: \$54,000 - \$60,000, commensurate with experience; competitive benefits package.

Work environment: This position is based in Washington, DC with a current hybrid work schedule of 2-3 days at the office, depending on work projects.

Application Instructions: Send resume and cover letter to careers@populationconnection.org