

Education Program Associate

General Description: The Education Program Associate works as part of a dynamic team to market, coordinate and facilitate in-person and online teacher training workshops, manages volunteer workshop facilitators, and develops and promotes the program's K-12 teaching resources. More information about the program is at 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.
 - Manage relationships with members of our national volunteer trainers' network.
 - Prepare workshop materials and complete post-workshop reporting.
- Manage the logistics of Population Education (PopEd) sessions that take place during AP Summer Institute events. This includes conducting outreach to College Board Consultants; scheduling, setting up and preparing materials for in-person and online workshops; and facilitating the follow-up and reporting of completed workshops.
- Facilitate interactive virtual, and hands-on in-person, workshops throughout the U.S. and Canada for current and future teachers. Expectation to travel out of state on approximately six week-long trips/year.
- Assist with the planning and presentation of national and regional "Train the trainer" Institutes.
- Staff exhibit booths at education conventions, requiring out of state travel 1-2 times/year.
- Contribute to the development of new curriculum materials and projects, such as writing classroom lesson plans, student readings and developing web-based resources.
- Write posts for the PopEd blog.

General Requirements:

Relevant professional experience (K-12 formal or informal teacher, adult education/training). Ability to manage and organize large amounts of details, and accurately maintain records. Service mindset and interpersonal skills to connect with volunteers and workshop hosts. Skill and experience in public speaking, and oral and written communication. Understanding of and enthusiasm for environmental and population issues. Ability to travel independently. (Driver's license a must.) Good sense of humor, creativity and flexibility.

Location: This position is based in Washington, DC with a current hybrid work schedule (2 days in the office; 3 at home).

Population Connection is an Equal Opportunity Employer. A full statement on the organization's commitment to EOE and Diversity, Equity and Inclusion (DEI) and be found [here](#).

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: \$65,000-\$75,000, commensurate with experience; competitive benefits package.

Application Instructions: Send resume and cover letter to jobs@popconnect.org.