

World Affairs Council of Pittsburgh

Education Program Manager World Affairs Council of Pittsburgh

The Organization:

The World Affairs Council of Pittsburgh is an independent, nonpartisan, nonprofit organization dedicated to promoting a deeper understanding of key contemporary international issues throughout Western Pennsylvania. The World Affairs Council's mission is to provide a pathway for a more globally minded region, offering students and the community a learning space that covers key international issues. The Council is a member of the World Affairs Councils of America (WACA), a network of more than 90 nonpartisan member Councils across the country.

Position Summary:

The Education Program Manager will engage middle and high school students and teachers through global education programs on a range of international issues. She/He will design and organize educational events and coordinate logistics related to student and teacher travel opportunities. She/He will manage programs that involve direct student and teacher engagement and empowerment. She/He will be responsible for the continued development and delivery of the Council's flagship education program, the Global Leadership Certificate. This creative and thoughtful individual will research relevant international topics, themes, and speakers to inform event planning, and design and create classroom resources for students and teachers. Part of a small and passionate team, the Education Program Manager will also support other Council initiatives as needed. This is a full-time position.

The Education Program Manager is a highly organized, detail-oriented, energetic, efficient, productive, and conscientious self-starter who works well autonomously and as part of a hardworking team. She/He should have a strong interest and background in international affairs and/or education; excellent written and verbal communication skills as well as outstanding organizational skills; strong computer skills; ability to work on multiple projects simultaneously with high attention to detail; ability to problem-solve and evaluate best course of action; positive attitude and sense of humor; strong work ethic; and be adept at collaborating and communicating with diverse stakeholders including students, educators, parents, partners, and other community members.

Key Responsibilities:

- Supports, designs, develops, manages, coordinates, and carries out event logistics for various global education programs
- Applies effective project management and planning skills to develop a full year of educational programming in advance of each academic year
- Assists in the development and implementation of the Global Leadership Certificate program, including marketing, recruitment, retention, evaluation, and utilization of a learning management system (LMS)
- Develops monthly dashboard reports highlighting key performance indicators in order to analyze efforts for continuous improvement
- Works collaboratively and effectively with students, parents, teachers, administrators, and community partners to increase student participation in Council programs
- Prepares program materials for distribution to teachers and students that provide a greater context to the topics being discussed (brochures, scenarios, educational guides, etc.).

- Work closely with the Development Associate in preparing proposals and progress reports to be shared with Funders
- Coordinates with Finance Manager on tracking education program expenses and preparing program budgets

Qualifications:

- Bachelor's Degree and international work or travel experience required
- Prior professional work experience and background in education/previous work with young people preferred
- Passion for working with diverse communities and educating/mentoring students from a wide-range of socio-economic and racial backgrounds
- Highly organized with the ability to effectively conduct short- and long-term planning
- Excellent writing and interpersonal communication skills, both verbal and written
- Ability to multi-task, set priorities, and work well under pressure
- High degree of initiative and ability to carry out tasks with minor supervision
- High attention to detail
- Ability to work independently and within a team, and with a positive attitude
- Experience/familiarity with a learning management system (LMS) preferred

Other Specifications:

- Valid driver's license and ability to provide own transportation for work-related travel is required
- ACT 33/34 Clearances and FBI Background Check are required upon hire

To Apply:

Interested individuals must complete an application by following this [link](#). Please also submit a letter of interest, resume, and writing sample (one single PDF preferred) to Angélica Ocampo, President and CEO, World Affairs Council of Pittsburgh, via email to jobs@worldpittsburgh.org including the email subject line: Education Program Manager. Deadline to apply is March 1, 2017. The World Affairs Council of Pittsburgh is an Equal Opportunity Employer.