

WORLD AFFAIRS COUNCIL

of Philadelphia



DEMOCRACY DEMANDS DISCOURSE

Position: Director of Education

Location: Philadelphia, PA

Full Time Employee | Hybrid work environment

Position Overview:

The Director of Education is responsible for leading the organization and operation of all middle school and high school Education programs at the World Affairs Council of Philadelphia and is actively involved in all other education-related initiatives, activities, and programs. The annual set of youth education programs consists of, but is not limited to Jr. Model United Nations, UN Summer Camp, Global Smarts Mentoring Program, Model Senate, Global Economic Forum, Summer Global Leadership Seminar, Global Scholars, Debate Series, and iThrive Sim Programming. This position supervises the Manager of Education and reports directly to the Vice President of Education.

Key Functions/Responsibilities:

Department Leadership and Program Management – 60%

- Conceptualize, develop, and lead program delivery of all education programs with support of Manager of Education and oversight of Vice President of Education; This includes conceptualizing program topics and formats, and overseeing the creation of program curriculum, department calendars, schedules, and department task lists
- Develop and implement strategies that maximize cross-departmental synergies among the organization
- Assist with the creation of a strategic growth plan that aims to increase the amount of school and student participation in Council programs
- Liaise with school district offices and officials, school-based faculty, administrators, program partners, and program vendors to ensure program viability
- Serve as department lead for facilitating external and third-party compliance and regulatory policies and protocols
- Manage student leadership positions and facilitate student leadership trainings for Education programs (including, but not limited to student questioners at speaker events, student leaders at high school programs, and co-chairs at middle school programs)
- Develop and assess quantitative evaluation tools to increase program quality, evaluate educational impact, determine cost effectiveness, and expand program access to an increasingly diverse student audience
- Assist with department budgeting, program pricing, finance tracking, and supervise department invoicing
- Manage databases and assist with department data collection, metrics tracking, grant writing, and reporting

Content Development and Program Facilitation – 30%

- Research, write, and develop program curriculum, materials, and resources
- Draft, publish, and update Education content on wacphila.org with support of Manager of Education; Work closely with Digital Content Manager to advise on Education content creation for social media platforms and other marketing collateral, some of which may be used in print form
- Prepare and deliver engaging topic-related presentations
- Oversee and prepare all program-specific communications for schools and students, including pre- and post-program correspondence
- Identify, recruit, and prepare program speakers, volunteers, and facilitators

Special projects as assigned – 10%

Education/Experience

- Bachelor's degree or equivalent experience required
- Demonstrated experience managing or overseeing a team required
- 3+ years' experience designing, managing, or leading extracurricular learning experiences or events for middle and/or high school students preferred
- Demonstrated experience managing or overseeing a team required
- Experience with evaluations and database management highly desired
- Experience working with teachers, administrators, students and/or parents
- Experience in customer service/service-provider capacity highly desired
- Experience working in a hybrid work environment preferred
- Clearances (or ability to obtain) required (PA Criminal Record Check, FBI Fingerprints, and Child Abuse Record Check)

Required Skills & Competencies

- Strong knowledge of global affairs and current events. Ability to design programs around evolving global issues
- Strong understanding of historical context and ability to stay up to date on a broad range of international issues
- Flexibility, adaptability, and patience working with schools, students, teachers, administrators, and parents
- Problem solving. Ability to find unique solutions to new problems
- Strong project management skills to manage multiple stakeholders and prioritize projects effectively
- Communication. Strong written and verbal communication and presentation skills
- Collaboration and teamwork. Proficient working within and leading a team
- Proficiency with:
 - Google suite of products (Google Drive and Google docs)
 - Proficient with Microsoft Office (Word, Excel, and PowerPoint – Teams a plus)
 - Key communications technologies (Canva, Zoom, Constant Contact, and Social Media a plus)

Compensation & Benefits:

- The salary range for this position is \$50,000 - \$53,000 commensurate with experience.
- The World Affairs Council offers a competitive benefits package that includes:
 - Health Insurance
 - 403b Retirement Plan
 - Generous paid time off
 - High-flex hybrid work environment including remote work and a Center City office
 - Supportive work and family benefits
 - Professional development opportunities
 - Fully paid international travel is associated with this role
 - Participation in and access to world class speakers including authors, heads of state, elected officials, activists and leaders and events is a key opportunity for all staff.
 - This position is classified as exempt according to the Fair Labor Standards Act.

Additional Details:

- Proof of COVID-19 Vaccination required by date of hire. Individuals may apply to be considered for an exemption.
- The World Affairs Council of Philadelphia is committed to the principles of Equal Employment Opportunity. Accordingly, the Council will provide equal opportunity to all persons without regard to race, color, ethnicity, sex, sexual orientation, age, gender identity, religion, national origin, ancestry, disability, marital status, familial status, genetic information, domestic / sexual violence victim status, pregnancy, veteran status, use of guide or support animal because of blindness, deafness, or physical handicap, and/or any other status protected by applicable federal, state, or local laws. This policy applies to all areas of employment, layoff, compensation, benefits, and all other conditions, terms, and privileges of employment in accordance with federal, state and local laws. The Council strives to employ and promote the best-qualified person for each job and, in doing so, will comply will all legal requirements.

About the World Affairs Council of Philadelphia:

The World Affairs Council of Philadelphia (the Council) is a non-partisan, international affairs experience provider with more than 70 years of expertise in connecting Philadelphia to the world. Providing authentic and meaningful learning experiences, the Council makes critical, international affairs topics accessible to people of all ages, political beliefs, and backgrounds. The Council helps the community to understand the world around us. Always non-partisan, the Council prides itself in cultivating discussions with some of the most influential figures shaping policy today, helping the community evolve their perspectives through respectful conversation. To further the region's understanding of foreign affairs, the Council offers educational experiences, in-school curriculum enhancements, programming, and professional development training focused on cultural diplomacy and global fluency beginning with students in middle school and extends offerings through adulthood. The Council also leads international tours to all seven continents of the world where travelers partake in meetings with government officials and diplomats, enjoy people-to-people opportunities, and receive in-depth cultural, historical, and political experiences.

To Apply:

Please submit your resume and cover letter to careers@wacphila.org. Please include the name of the position in the subject line. Incomplete applications will not be considered. We are unable to accept phone inquiries related to employment.