



Position: Manager of Education

Location: Philadelphia, PA

Full Time Employee | Hybrid work environment

Position Overview

The Manager of Education is responsible for assisting the Director of Education with the administration and facilitation of all middle 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 reports directly to the Director of Education, works under the supervision of the Vice President of Education, and manages a team of interns, mentors, work study students, and volunteers.

Key Functions/Responsibilities

Program Administration and Facilitation – 60%

- Prepare program-specific communications and e-newsletters, including pre- and post-program correspondence
- Prepare material for internal and external department meetings, training sessions, info sessions, and professional development sessions
- Create and distribute program registration information
- Manage and distribute Education program assignments, which includes assigning schools and students to program roles, country assignments, program dates, and program topics
- Prepare and distribute invoices to schools and vendors; Create detailed budget reports and summaries
- Distribute department and program calendars; Manage the department's internal and external scheduling calendar
- Prepare and distribute program evaluations; Prepare detailed evaluation reports and summaries
- Assist with outreach and onboarding of schools and faculty members
- Facilitate program proceedings; Assist with program venue arrangements and on-site logistics
- Recruit, interview, select, manage, and evaluate department interns, mentors, work-study students, and volunteers; Oversee program staffing and both assign and supervise projects and tasks

Content and Resource Development – 30%

- Assist Vice President of Education and Director of Education with conceptualizing, planning, and implementing Education programs
- Research, write, develop, and distribute program curriculum, materials, and resources

- Draft, publish, and update Education content on wacphila.org with oversight from Director of Education
- Prepare and deliver engaging topic-related presentations

Special projects as assigned – 10%

Education/Experience:

- Bachelor’s degree or equivalent experience required
- 2-4 years’ experience designing, managing, or supporting extracurricular learning experiences or events for middle and/or high school students preferred
- Experience working with teachers, administrators, students, and/or parents
- Experience in customer service/service-provider capacity highly desired
- Previous experience in a classroom setting 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

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
- Communication. Strong written and verbal communication and presentation skills
- Collaboration and teamwork. Proficient working within and leading a team
- Energetic self-starter with consistent attention to detail
- 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 \$44,000 - \$47,000 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.