



# WORLD AFFAIRS COUNCIL

*of Philadelphia*

**Position: Manager of Education**

**Location: Philadelphia, PA**

**Full-Time Employee | Hybrid work environment**

## **POSITION OVERVIEW**

The Manager of Education assists with the administration and facilitation of 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 Citizen Diplomat Academy, Sister Cities, 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 Civics-Sim Programming. This position reports directly to the Vice President of Education, works in collaboration with the Directors of Education, and occasionally manages a team of interns, work study students, and volunteers.

## **PRIMARY DUTIES & RESPONSIBILITIES**

### **Content Development and Student Outreach**

- Collaborate with the Vice President of Education and Directors of Education in conceptualizing, planning, and implementing content for Education programs
- Research to identify local and international partners for student outreach and enrollment
- Collaboratively develop and execute successful youth outreach and enrollment strategies
- Research, write, develop, and distribute program curriculum, materials, content, and resources
- Prepare and facilitate engaging topic-related presentations to education audiences

### **Program Administration and Facilitation**

- Manage and distribute Education program assignments to teachers and students, which includes creating and managing registration forms
- Assign schools and students to program dates/topics/sessions and roles
- Prepare program-specific communications, including pre- and post-program correspondence with a diverse array of constituents
- Recruit, interview, select, manage, and evaluate department interns, guest speakers, work-study students, facilitators, and volunteers; Manage program staffing
- Prepare material for programs, internal and external department meetings, training sessions, info sessions, and professional development sessions
- Facilitate in-person and virtual programs and assist with program logistics
- Prepare and distribute invoices to schools and vendors; Create detailed budget reports and summaries
- Prepare and distribute program evaluations; Track data and prepare evaluation reports and summaries; Assist with completing grant report requirements
- Co-develop department and program calendars



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## **QUALIFICATIONS**

### **Education and Experience**

- Bachelor's Degree or equivalent related experience strongly preferred
- 1-3 years' experience designing, managing, facilitating or supporting extracurricular learning experiences or events (both in person and virtual, using platforms like Zoom) for middle and/or high school students preferred
- International travel, study abroad, or foreign language experience preferred
- Experience working with teachers, administrators, students, and/or parents preferred
- Experience in customer service/service-provider capacity highly desired
- Clearances (or ability to obtain) required (PA Criminal Record Check, FBI Fingerprints, and Child Abuse Record Check) required

### **Skills & Competencies**

- Strong interest in world affairs and open to civil discourse on international issues from multiple perspectives
- Strong interpersonal communication skills with internal and external partners
- Experience with Raiser's Edge, DonorPerfect, and/ or Salesforce preferred
- Strong project management skills
- Superior presentation skills and comfort with public speaking
- Strong written and verbal communication skills
- Diligent attention to detail and strong organizational habits
- Capable of working independently and as a part of a small and highly collaborative team
- Flexibility, adaptability, and patience
- Availability for weekend and/or evening work, as well as the ability to travel as required
- Proficiency with:
  - Key communications technologies (Canva, Zoom, and Social Media a plus)
  - Classroom management products (Canvas, Blackboard, Google Classroom)
  - Proficient with Microsoft Office 365 and Teams

## **COMPENSATION & BENEFITS**

- The salary range for this position is \$44,000 - \$46,000 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
  - 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.



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## **ADDITIONAL INFORMATION**

- 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) — recently merged with Citizen Diplomacy International — is the Philadelphia region’s largest and oldest international affairs nonprofit with a combined 130 years of expertise in connecting Philadelphia to the world. The Council is a nonpartisan, nonprofit that curates speaker programs, professional development, youth education, and public diplomacy. The Council hosts global delegations and travels the world reaching more than 125 countries annually. Through authentic people-to-people diplomacy and exchange of ideas, the Council advances Philadelphia’s understanding of the world by creating the next generation of global citizens and furthering Philadelphia’s position as an international hub for business, education, culture, and sub-national diplomacy.

## **TO APPLY**

Please submit your resume and cover letter to [careers@wacphila.org](mailto: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 opportunities.