Professional Development Coordinator, Population Education

General Description: The Professional Development Coordinator works as part of a dynamic team to research, market, organize and present teacher training workshops, with a specific emphasis on professional development workshops for current teachers. The Professional Development Coordinator will also coordinate and promote an online course for teachers.

Responsibilities include:

- Organize, coordinate and present hands-on workshops throughout the U.S. for current and future teachers.
- Conduct outreach and market professional development workshops to schools, school districts and nonformal educational institutions. This includes researching state and district-level requirements for continuing education credits, identifying and cultivating relationships with key school and district staff and building partnerships.
- Identify and arrange the details for Population Education hosted workshops in target areas for local educators.
- Coordinate with other Population Education staff to identify and work with local trainers on professional development workshops.
- Coordinate and promote an online course for teachers offered through a nationally-recognized university.
- Help maintain and update the program website with current workshop information and new blog posts.
- Prepare workshop materials.
- Assist with the planning and presentation of national and regional “Train the trainer” Institutes and webinars.
- Staff exhibit booths at education conventions.
- Contribute to the development of new curriculum materials and projects, such as writing classroom lesson plans, student readings and web-based resources.
- Assist in supervising interns and paid fellows.

Requirements:

- B.A. or B.S. and at least three years relevant professional experience (teaching, program administration). Teaching experience strongly preferred.
- Self-starter with the creativity and resourcefulness to find new opportunities and implement new projects.
- Skill and experience in public speaking.
- Excellent organizational and interpersonal skills.
- Ability to work as a team member in a collaborative, fast-paced program.
- Strong oral and written communication skills.
- Ability to juggle many tasks at once and meet strict deadlines.
- Strong computer skills and familiarity with database management.
- Understanding of and enthusiasm for environmental, population and reproductive health issues.
- Knowledgeable about current trends in K-12 education
- Ability to travel independently to facilitate workshops in different parts of North America (Driver’s license a must.)