

Program Associate, Population Education

About the Organization:

Population Connection helps make the connection between the world's population and the consumption of our planet's resources. As the nation's largest grassroots population organization, Population Connection's strength lies in its ability to build grassroots support for its public policy agenda.

Population Education, a program of Population Connection, provides K-12 teachers with innovative, hands-on lesson plans and professional development workshops to teach about human population growth and its impacts on the environment and human well-being.

About the Role:

The Program Associate works as part of a dynamic team to market, coordinate and present teacher training workshops, manage volunteer workshop facilitators, and develop and promote the program's K-12 teaching resources. More information about the program is at www.populationeducation.org.

Responsibilities include:

- Oversee all program activities within a 14-state region of the U.S. (*Travel required*)
- Conduct outreach within the region to market professional development workshops to university pre-service programs.
- Coordinate and schedule professional development workshops for staff and volunteers at conferences, universities, and school districts.
- Present hands-on workshops throughout the U.S. and Canada for current and future teachers.
- Manage relationships with members of our national volunteer trainers' network to ensure they.
- Write blog posts and participate in social media posting.
- Prepare workshop materials and complete post-workshop reporting.
- 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.

Skills and Experience:

- B.A. or B.S. and a minimum of three years relevant professional experience (teaching, adult education/training)
- Skill and experience in public speaking.
- Strong oral and written communication skills.
- Strong computer skills and familiarity with database management.

Competencies and Personal Qualities

- Excellent organizational and interpersonal skills.
- Ability to work as a team member in a collaborative, fast-paced program.
- Ability to juggle many tasks at once and meet strict deadlines.

- Ability to travel frequently and independently throughout the school year (Driver's license a must.)
- Good sense of humor, creativity and flexibility.
- Understanding of and enthusiasm for environmental, population and reproductive health issues.
- Knowledgeable about current trends in K-12 education.

Benefits include comprehensive medical benefits, generous annual and sick leave, 11 paid holidays, 401(K) plan with up to 6% match, life and disability insurance, and subsidized Smart Benefits.

Work in a collegial and supportive environment, 3 blocks from Farragut North/West Metro. To apply, please send your resume and **cover letter with salary requirements** to jobs@popconnect.org. *Reference Program Associate in subject line.*

Principals only. No phone calls please. Population Connection is an equal opportunity employer.