



# The Genocide Education Project

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## Job Announcement

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The Genocide Education Project is pleased to invite applications for the Education Director position. Details are provided below and more information about GenEd is available at [genocideeducation.org](http://genocideeducation.org)

**Job Title:** Education Director

**Contract Basis:** \$45,000 - \$60,000 depending on experience

**Job Location:** Remote, Occasional Travel

### Who We Are

GenEd is a nonprofit organization assisting educators in teaching about human rights and genocide, particularly the Armenian Genocide, as the predecessor of the pattern of genocides that followed. GenEd develops instructional materials and provides workshops, consultation and presentations.

### Who We Want

The successful candidate will be an individual committed to collaborating with educators, teachers, students, and community partners who are committed to teaching about genocide, and having particular expertise on the Armenian case. The Education Director will be a leader in professional development, must be able to work independently, take initiative to seek out and develop educational opportunities, and be supportive of other educators in this work. They will also serve as a spokesperson for The Genocide Education Project and be highly visible in the community, thus strengthening GenEd's relationships and ongoing partnerships to advance GenEd's mission.

### The Position

Under the direction of the Executive Director, the Education Director leads in the development and implementation of The Genocide Education Project's educational priorities. The position brings experience working in the education field, project management experience, and a passion for genocide education. They are charged with increasing the visibility, reach and impact of GenEd nationally by organizing participation in conferences, developing and leading teacher workshops, and supporting educators nationally to promote teaching of genocide, including the Armenian Genocide.

The Education Director will focus their efforts to organize, coordinate, and participate in GenEd's newest nationwide initiative, the GenEd Teacher Fellowship Program. The Teacher Fellowship Program begins with an immersive one-week professional development opportunity in Armenia participating in educator workshops about human rights and genocide, a comparative examination of numerous examples of genocide, and development of expertise on the Armenian case. During the Teacher Fellowship Program's second phase, the Education Director will support the GenEd Teacher Fellows in developing and facilitating professional development activities for other educators in their home regions. A high degree of independent judgment and creativity are required to successfully implement the program.

## **Duties and Responsibilities**

The duties below are representative of the duties of the Education Director and are not intended to cover all of the duties performed.

1. Develops, executes, and implements the GenEd Teacher Fellowship Program
2. Provides ongoing advice, mentorship, and support to GenEd Teacher Fellows as they improve and expand genocide education nationwide
3. Evaluates the effectiveness of the GenEd Teacher Fellowship program in meeting outcomes and budget goals
4. Takes primary responsibility for calendaring, planning and implementing other professional development opportunities for teachers, including curriculum development, budget proposal and oversight, program evaluation and reporting
5. Prepares content and delivers presentations during professional development workshops, conferences, and other community events
6. Provides oversight to expand and update The Genocide Education Project's educational resources and website to meet changing educator needs
7. In collaboration with the Administrator, assists with administrative and operational functions of educational programs under the Education Director's oversight
8. Establish and maintain memberships and relationships with similar organizations and their leadership

## **Qualifications**

1. Extensive knowledge of the Armenian Genocide and Holocaust studies
2. BA degree in Education, History, Nonprofit Management, Communications, or related fields; MA/MS degree (preferred)
3. Experience as a full-time classroom teacher, work in the education field (preferred)
4. Excellent teaching, organizational, budget, and interpersonal skills
5. Demonstrated success in public speaking, program management, and event management
6. Ability to communicate effectively with board members, staff, volunteers and community members, donors, and educators
7. Ability to work independently and effectively in cooperation with other GenEd members
8. Excellent networking and outreach skills and ability to clearly present program goals and to work collaboratively with a diverse audience
9. Fluent in online digital media literacy skills and comfort with integrating the use of the Internet and other social media technologies, as well as working in collaborative and shared platforms
10. Ability to travel domestically and internationally and flexibility to work weekends and evenings, as necessary, in support of the program need.

**Open Date:** December 1, 2022

Application materials will be reviewed as they are received, and well-qualified candidates will be contacted for an interview.

**Anticipated Start Date:** February 15, 2023

## **How to Apply**

Send cover letter, resume, and writing sample (no more than 1 page) addressing your commitment and teaching philosophy on the Armenian Genocide to [info@GenocideEducation.org](mailto:info@GenocideEducation.org)