

World Affairs Council of Jacksonville

Director of Education & Community Outreach

For this senior staff position, the World Affairs Council of Jacksonville seeks a person with experience in project management, event planning and fundraising; excellent communication skills; an interest in and understanding of international issues; a commitment to education; and a strong work ethic. A master's degree or comparable work experience is preferred.

Job Description

The World Affairs Council of Jacksonville is a non-partisan, non-profit organization whose mission is to promote an understanding of the world and its people and to engage citizens of Northeast Florida in becoming better informed participants in the global community. The Director of Education & Community Outreach reports daily to the Chief Operations Officer and regularly to the organization's CEO, Education Committee Chair and Board of Directors.

This full-time, salaried position is responsible for the management of the Council's programs that extend international education resources and programming to educators and students. This position is also tasked with creating, sustaining and expanding relationships in the community with key individuals in the education arena.

Key Duties and Responsibilities

- Manage all programs for high school students, including planning, implementation, evaluation and expansion (Great Decisions and companion programs; Admiral Jonathan Howe Academic WorldQuest)
- Recruit, place and evaluate Great Decisions faculty liaisons
- Manage the Ambassador Marilyn McAfee Scholarship Program and the Board Fellows Program for college students
 - Organize recruitment and outreach activities
 - Oversee committee selection processes and awards
- Implement Global Teacher Enrichment Program for middle and high school teachers
 - Build strategic partnerships for a recurrent international professional development program
 - Organize recruitment and outreach activities throughout area districts
- Create, sustain and expand relationships in the community with key individuals in the education arena
- Develop, monitor and report on the Council's education budget
- Provide impact assessment and documentation of program outcomes
- Participate in strategic planning for both the education programs and the Council in general
- Attend Board and Executive Committee meetings