



WAC seeks Global Education Program Coordinator (full time)

About WAC

Since 1985, the World Affairs Council of Kentucky & Southern Indiana (WAC) has been a hub for international exchange, dialogue, and learning. Our mission is to inform, connect and engage the community about the issues that affect people in an increasingly complex world. We achieve this by providing a forum for diverse perspectives and engaging discussions, and by connecting the region with the future leaders of the world across all public, private and non-governmental sectors. We provide opportunities for the public to learn about the global and cultural diversity of the local community and the wider world. Learn more at www.worldkentucky.org

Position Description

The World Affairs Council of Kentucky and Southern Indiana seeks a full-time global education program coordinator to support the development of global literacy in Kentuckiana students. The position will be responsible for the planning, execution, and evaluation of all educational programming for students and teachers, growing relationships with area schools and districts, and supporting the development of additional initiatives. This position reports to the executive director.

WAC is committed to building a diverse team and strongly encourages applications from candidates of color and historically underrepresented groups.

Summary of Job Functions

- Program Planning, Facilitation, & Evaluation (40%)
- Program Development Support (35%)
- School Relationship Building & Communication (15%)
- Other (10%)

Qualifications

Required:

- Bachelor's degree in education, nonprofit management, public policy, international studies, or other related field and two years of related work experience
- Demonstrated passion for and knowledge of world affairs, global



education, service learning, youth leadership development, and WAC's mission

- Proficiency with, Google Suite, Zoom, and digital communication
- Developed cross-cultural competence, evidenced by prior work, study, or travel
- Strong communication skills in English and a penchant for writing
- Proven time and project management, dependability, efficiency, organization, and team skills
- Creativity and ability to solve problems with diplomacy, flexibility, and good judgment
- Professionalism and integrity

Preferred:

- Experience in curriculum development, lesson planning, or educational grant writing
- Experience working in the field of education, work with high school students and/or teachers
- Experience developing, managing, refining, and institutionalizing systems and processes
- Fluency in languages other than English
- Experience leading the planning and execution of events with more than 75 people
- Experience in database management/CRMs, preferably Network For Good
- Experience working with Squarespace and Canva

Detailed Description of Job Functions

Program Planning, Facilitation, & Evaluation (40%)

- Lead planning, facilitation, and evaluation for the Global Citizenship Program (GCP) for area high schools students
- Lead planning, execution, and evaluation for the annual Academic WorldQuest (AWQ) competition for area high schools

Program Development Support (35%)

- Support the design, promotion, and implementation of new student summer programming
- Prepare reports on education data for grants and the annual report
- Ensure accurate entry and maintenance of education data and actions in Google Drive and Network for Good



- Develop partnerships with nonprofits and community organizations to provide leadership development opportunities for the GCP
- Manage the David Hershberg Summer Study Abroad Scholarship program including recruiting at university fairs and on scholarship boards, collecting application materials, & planning and executing scholarship presentation meetings

School Relationship Building & Communication (15%)

- Catalog and maintain existing relationships with educators and administrators at the school and district level
- Design and implement a monthly WAC global education newsletter for teachers
- Speak about the importance of global education and WAC education programs at teacher professional development workshops and conferences

Other (10%)

- Supervise one or more university interns
- Support event execution (both virtual and in-person)
- Represent the Council at information booths for community and youth events
- Supply content for social media posts on education programs including videos, photographs, and quotes, always enforcing proper protocol for student photo releases
- Attend board and committee meetings as required and assist in coordination of the Education Board Committee
- Seek out and participate in ongoing professional development related to this position
- Other related duties as assigned; special projects as required

Environment and Other Expectations

The WAC office is located in the Portland neighborhood of Louisville, Kentucky. WAC staff work in a fast-paced environment and should be prepared to balance multiple priorities and deadlines, take ownership of their projects, and work independently, as part of a team, and with a variety of interns, volunteers, board members, and other area organizations. Applicants should have their own transportation and be able to drive around the Kentuckiana area. Given the realities of Covid, we anticipate this position to be at least partially remote, so applicants should have access to reliable



phone and internet service. Applicants should reside in the greater Louisville metro area. This position involves primarily daytime, weekday hours but applicant will need to be flexible to support after-hours events and student programming on the weekends.

Compensation

The salary range identified for this position is in the range of \$30,000 - \$35,000/year, commensurate with education and experience.

To Apply

Please email a cover letter and resume, to xy.zhao@worldkentucky.org with "Global Education Program Coordinator Application" as the subject. Please send all attachments as a single, combined PDF file. Applications will be reviewed and qualified applicants will be contacted for an interview on a rolling basis, until the position is filled. For priority consideration, applications should be received no later than October 4, 2021.