



## JOB DESCRIPTION

**JOB TITLE:** Education Programs Manager

**SUPERVISED BY:** The Park Executive Director

**TIME COMMITMENT:** Full-Time Exempt

### JOB SUMMARY:

Reporting directly to the Executive Director, The Park is seeking an enthusiastic, self-motivated, and highly experienced Education Programs Manager. This role is responsible for identifying, developing, and delivering creative, engaging, and effective digital and in-person pre- and post-adoption education opportunities and curriculum for adoptive parents and adoptees.

This is Full-Time Exempt position which includes benefits. On-site is preferred, but Hybrid is possible. This position typically works Monday through Friday, with weekends and evenings as needed, including frequent Saturdays during the traditional school year. Work schedules may require expanded hours and flexibility when needed to attend all major The Park events, as well as all department related activities.

### QUALIFICATIONS:

- Master's Degree in Education, Communication, Public or Business Administration or equivalent
- At least 3 years' work experience in related fields of adoption support or education
- Personal connection to adoption (adoptive parent, adoptee, adoptive relative, etc.) strongly preferred
- Strong knowledge of pre- and post-adoption education and training and strong belief in, connection with, and passion for adoption education and family support
- Knowledge of current landscape of adoption/foster care/kinship care and post-adoption resources
- Knowledge of and experience in educational theory and practice, especially current trends in interactive learning technologies, project-based learning, equity & inclusion, visitor-centered experiences, etc.
- Knowledge of or interest in cultural education techniques and resources, especially as related to China, South America, and Eastern Europe
- Project management and evaluation experience. Strong organizational skills and ability to balance multiple priorities
- Excellent written and verbal communication skills. Skilled in professional communication in the office setting, and ability to communicate effectively with parents and adoptees of all ages
- Proficient in computer use: familiar with Microsoft suite, Google Drive – experience with databases preferred

- Experience with volunteer recruitment, training, management, and retention preferred
- Possesses a strong appreciation and interest in cultural literacy and family health and wellness initiatives and has experience managing education programs, developing and leading curriculum and training programs, and supporting collaboration with community partners and volunteers.

**RESPONSIBILITIES:**

- Continually assess and develop education initiatives at The Park
- Coordinate and collaborate in the development and implementation educational events to expand adoptee, family, and community engagement with education programs at The Park
- Evaluate existing content, curriculum, strategies, and research to make recommendations and implement modifications
- Monitor and manage contractors, teachers, trainers, and volunteers for quality assurance and relevance
- Coordinate and collaborate in the training and professional development of staff, interns, and volunteers on pre- and post-adoption education best practices
- Communicate and attend meetings with internal teams and external partners regarding pre- and post-adoption education program logistics
- Seek out and maintain relationships with networking organizations to support the growth and development of The Park education programs
- Represent The Park and the Education Department at community and professional meetings and conferences
- Assist in the development of content for national outreach efforts such as blogs, podcasts, and videos, and speak with the community in order to spread an awareness of education programming at The Park
- Assist the Executive Director with fundraising and grant writing as needed for Education Department
- Other duties as assigned by the Executive Director