



## **Programs Manager**

### **Organization Overview**

One World Education (OWEd) is a non-profit leader in promoting youth literacy and developing curriculum that empowers teachers and engages students. The work of OWEd is enhancing the teaching and learning experience by utilizing student-authored writing about culture and global issues as the foundation for school curriculum, creating peer-to-peer learning in classrooms.

### **Position Summary**

OWEd's Program Manager leads the development and outreach of OWEd's two core programs, the One World Curriculum and the Culture & Global Issues Reflection Program.

### **Responsibilities Include**

#### **Program Development:**

- Assist in development and editing of One World Curriculum materials.
- Coordinate with Website Manager for uploading monthly curriculum units.
- Direct online presentation of featured curriculum to align with current events.
- Initiate partnerships with organizations aligned to OWEd programs.
- Support evaluation initiatives of OWEd programming.
- Lead student, teacher and family contact and follow-up initiatives for Culture & Global Issues Reflection Program.
- Use quantitative and qualitative data to effectively communicate OWEd.

#### **Program Outreach:**

- Establish school partnerships and contacts with department and curriculum specialists.
- Acquire endorsements for OWEd programs from prominent institutions.
- Lead development of monthly teacher newsletter, *The Global Educator*.
- Lead development of quarterly program newsletter to OWEd community.
- Attend PTA, educator and parent events to represent OWEd programming and impact.
- Attend district and federal events to showcase OWEd programs.
- Create printed materials for program marketing and outreach initiatives.

### **Qualifications**

- Available to work 20 hours per week in OWEd's Columbia Heights office.
- Access to personal laptop computer for use in and out of office.
- Strong written and oral communication skills.
- Excellent time management and organizational skills.
- Interest in and passion for education, literacy, non-profits, and our future.

**Send Resume, Cover Letter and References to Eric Goldstein – [Eric@oneworldeducation.org](mailto:Eric@oneworldeducation.org)**