



POSITION TITLE: Education Coordinator
DEPARTMENT: Education
LOCATION: Baltimore, Maryland
CLASSIFICATION: Exempt
ANNUAL SALARY: \$100,000.00

Position Overview: The Education Coordinator, designs and supports leadership development of the Union's staff and members. He/She responds to requests for training, convenes meetings and collaborates with others to develop and deliver a variety of educational events and workshops.

Job Responsibilities: Collaborate with officers, organizers, staff and members to identify and implement leadership development needs based on division work plans and union goals. Primary responsibilities will focus on the efficient operation of delegate training programs, and our core member leadership development initiatives. As well, develop and conduct training programs that enhance work with members.

- Collaborate with director and department staff on program administration to meet department and organizational goals
- Conduct needs assessments, design and develop curriculum based on needs assessment in connection with organizational goals
- Organize and conduct educational sessions.
- Coordinate educational events, workshops, courses for campaigns.
- Provide Train the Trainer and Coaching for staff, delegates and activists.
- Develop and administer assessments of programs and participants.
- Meet with teams to set education calendar of Divisions and Departments.
- Work with support staff to set logistics and communication for trainings.
- Manage databases of registration and attendance at trainings (Excel, One Voice, Mobile Validity);
- Attend and service committees and task forces linked to Education Department.
- Submit reports to the Director.

REQUIREMENTS:

- A combination of work and educational experiences is required.
- Passionate about social and economic justice and role of education in social change
- Three (3) or more years of labor or community organizing experience
- Demonstrated experience in facilitating trainings and in curriculum development.
- Excellent listening, speaking, reading and writing skills.
- Excellent at project management, collaboration and working effectively in teams.
- Demonstrated leadership ability and critical thinking skills.
- Flexibility and adaptability

- Ability to learn new material quickly.
- Computer proficiency and database skills (Office 365, Outlook, Web research)
- Valid driver's license
- Ability to move 20-pound boxes.
- Ability to travel to five (5) states 1199SEIU represents and elsewhere as needed.
- Ability to work long and irregular hours as needed.
- Bachelor's Degree preferred (in relevant field), Certificates and/or additional degrees should be indicated.

Applicants should submit:

- Cover letter and resume
- Three references
- List of key trainings received and/or conducted in and outside of 1199SEIU

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title and every position does not necessarily require the same duties.

All interested persons meeting the minimum qualifications are encouraged to submit a resume and cover letter to the Staff Support Department – via email to jobs@1199.org. 1199/SEIU is an equal opportunity employer

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