

**Director of the SABES Program Support Professional Development Center**

**World Education, Inc., Boston, MA**

World Education, Inc. (WEI), is a global non-profit dedicated to improving people’s lives around the world through education and social and economic development programs. This position is housed within WEI’s U.S. Division, which advances equity through education. Our work to address systemic barriers to opportunity is grounded in the lived experience of adults and communities left behind due to economic inequity, racism, and xenophobia. We drive sustainable solutions to barriers through professional development (PD), coaching, technical assistance, and research.

The U.S. Division’s [SABES Program Support PD Center](https://www.sabes.org/pd-center/program-support) (PSPDC) is funded by the MA Department of Elementary and Secondary Education (DESE)/[Adult and Community Learning Services](https://www.doe.mass.edu/acls/) (ACLS) to develop and deliver high quality PD to educators in DESE-funded adult education (AE) programs in eight priority areas: Program Management and Educational Leadership; Career Pathways; Advising; ABE Licensure; Digital Literacy; Connecting Adults with AE Programs; LACES; and ADA Compliance. On average, we deliver 5,000 hours of PD to 2,000 participants via 200 PD events each year.

The PSPDC Director is a skilled leader who fosters a culture of innovation and inclusive decision- making so all members of the PSPDC team are empowered to contribute to the project in meaningful ways, share responsibility for meeting project deliverables and goals, contribute to its ongoing continuous improvement, and are jointly accountable for its success. This position is full-time (40 hours per week) in a fast-paced setting that requires initiative, self-direction, and the ability to manage and support complex projects with a project team, partners, and consultants. The ideal candidate is passionate, knowledgeable, and experienced in the field of adult education.

***Location*:** The PSPDC Director will work on site/in person in our Boston office at least three days per week with the option to work remotely two days per week.

**RESPONSIBILITIES**

The PSPDC Director works under the guidance of the U.S. Division Vice President and leads the recruiting, hiring, onboarding, supervision, and support of a team of highly qualified staff and subject matter experts who collaborate to implement the PSPDC Scope of Services and workplan. The Director invests in and maintains strong, productive relationships with staff, consultants, funders, and other partners to strengthen the work.

**Key responsibilities include:**

* Develop, manage, and reconcile annual budget; ensure that expenditures support project deliverables and maximize efficiencies and impact.
* Provide oversight and coordination of PSPDC scope of services and PD development and delivery to promote cohesion and synergies across all eight PSPDC priorities and among the other four DESE-funded SABES centers (ELA, Math, ESOL, and Communication); ensure that PD aligns with research and evidence-based practice, ACLS policy, Indicators of Program Quality, and MA Standards for High Quality PD. Oversee the MA Adult Literacy Hotline.
* Oversee communications: Lead the writing, editing, and proofreading of PD materials and publications as well as updates to social media and website content.
* Lead and oversee the writing and submission of funding proposals, annual scopes of services and workplans, and quarterly data and performance reports.
* Coordinate, develop, and deliver a robust and evolving PD portfolio, including but not limited to areas related to educational leadership and digital literacy.
* Engage with the four other SABES Centers and contribute to system-wide antiracism, diversity, equity, and inclusion (ADEI) discussions and learning; apply principles throughout PD to advance ADEI work across the AE system.
* Supervise LACES and other data collection, accuracy, reporting, and analysis for reporting and to inform continuous improvement planning.
* Represent WEI and the PSPDC to partners and funders. Maintain memberships with key AE organizations and present at/attend local and national conferences.
* Contribute to efforts to survey, analyze, and respond to adult educator PD needs; incorporate feedback into PD planning; and evaluate the effectiveness of PD efforts on educator practice.

**REQUIRED QUALIFICATIONS**

* Bachelor’s Degree in AE or related field, Master’s or equivalent experience preferred
* Bilingual candidates strongly preferred
* Minimum of five years’ experience in an AE setting; understanding of various roles within adult education programs and direct experience working with adult learners strongly preferred
* Minimum of three years’ project management experience
* Minimum of three years’ supervisory experience leading/supporting teams with a commitment to innovation, inclusion, continuous improvement, and exceptional results required
* Minimum three years’ experience coaching and/or providing PD for educators, using a variety of modalities (face to face, blended, and online) preferred
* Demonstrated effective fiscal management; ability to develop and balance complex, deliverables-based budgets
* Experience in a non-profit setting, including writing funding proposals and reports
* Demonstrated ability to manage and use data to inform planning, effectiveness, and growth
* Exceptional oral and written communication, facilitation, and presentation skills; experience with the LACES database strongly preferred
* Strong computer skills: Ability to find, use, and adapt effective technologies to advance the work of the PSPDC (e.g., Microsoft Office Suite, G Suite, virtual meeting and LMS platforms)

In addition, candidates should understand and support racial equity and inclusion, and have

knowledge of how mainstream systems – finance, education, housing, and others – work to disadvantage people of color and marginalized groups. Participation in organization-wide Equity, Diversity, Inclusion and Belonging (EDIB) activities will be required.

**Compensation**

Salary is commensurate with experience and documented skills. WEI offers competitive benefits including health insurance, dental, vision, and a 403b with a company match.

**To Apply**

Interested candidates must apply online at [WEI’s job opportunities page](https://careers.worlded.org/WEIInternet/careers/jobpostings.cfm) by clicking on the link for the ***PSPDC Director***.