



WORLD EDUCATION

JOB ANNOUNCEMENT **Assistant Director, EdTech Center**

World Education, a Boston-based non-profit dedicated to improving the lives of the poor through education and social and economic development programs, seeks an Assistant Director for its EdTech Center who is passionate about leveraging technology for increasing the reach and outcomes of education, workforce development and health initiatives. The position is housed within World Education's U.S. Division that focuses on well-being and economic mobility of lower-skilled adults through adult education. The candidate can expect to be involved in a broad range of edtech initiatives in the U.S. Division as well as increasingly in World Education's Asia, Africa and Bantwana Divisions. This position is full-time in a fast-paced setting that requires initiative, self-direction and teamwork.

Responsibilities

The Assistant Director of the EdTech Center manages the Center, promotes EdTech Center activities, oversees and assists projects, and is part of a leadership team supporting the strategic and sustainable growth and visibility of the EdTech Center.

Overall EdTech Center Operations

In partnership with the EdTech Center's Director of Strategic Initiatives and Director of Digital Learning and Research,

- Promotes work, growth, and sustainability of the Center
- Assists with operational planning, budgeting, and financial management
- Supports resource development
- Co-leads communications and dissemination for EdTech Center and specific projects
- Manages and oversees updates to the EdTech Center website, project pages, and blog(s)
- Supports coordination between World Education divisions on strategic direction of Center
- Coordinates EdTech Center staff, cross-division Center Working Group, and Partner meetings.

Project Management and Leadership

- Leads and manages specific EdTech Center Projects from initial pitch and proposal development through successful implementation
- Oversees project staff and contractors
- Prepares project budgets and monitors expenses and revenue

Specific Projects to Manage:

- IDEAL Consortium and management of annual two-day IDEAL Institute.
- E-Learning Portfolio, supported by the Instructional Technologist and the Communications and E-learning Associate
 - Leads growth of E-Learning portfolio, marketing instructional design services and virtual courses
 - Procures and develops contracts for development and delivery of digital and blended learning systems, courses and projects
 - Manages course development and revision, including identifying and supervising instructional design and curriculum development staff and subcontractors

Other Responsibilities

- Supervises Instructional Technologist, the Communications and E-learning Associate, and a Staff Associate.
- Participates in U.S. Division meetings, workgroups, and activities.
- Participates in some meetings, workgroups, activities of International Divisions as well as the Applied Technology Center at John Snow, Inc.
- Represents and promotes EdTech Center at conferences, in stakeholder meetings, etc.

Reports to the EdTech Center Director of Strategic Initiatives.

Required Qualifications

Documented experience in:

- project management (minimum 3 years)
 - developing and managing budgets
 - new partnership development, fundraising, and resource development, preferably with both private and public funding streams
 - supervising staff
 - managing communications systems, including social media, e-mail marketing, and websites
 - designing and providing trainings; e-learning instructional design and UX/UI preferred
 - international and cross-cultural work
 - overall tech savviness and comfort with online course and webinar platforms.
- Bachelor's degree or higher
 - Excellent writing skills
 - Strong interpersonal and teamwork skills
 - Attention to detail, reliable, and able to work independently
 - Interest in education, adult literacy and skill development; experience preferred.

Compensation

\$65,000-\$75,000 f/t commensurate with experience and documented skills.

To Apply

To apply for this position, please visit the job opportunities page at worlded.org and click on the position name on the job posting page.

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If you are an individual with a disability, or a disabled veteran and unable to apply online for an available position, you may submit your request for reasonable accommodation by calling Human Resources at 617-482-9485. Please read this notice entitled [Equal Employment Opportunity is the Law](#).

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