



**Organization: World Savvy**

**Position: Program Assistant, Global Educators Program (GEP)**

*World Savvy is a national 501c3 education nonprofit, whose mission is to educate and engage youth in community and world affairs, to prepare them to live, work and learn as responsible citizens in our global community.*

[www.worldsavvy.org](http://www.worldsavvy.org)

**Summary:** Under general supervision from the GEP Program Associate, the Program Assistant is chiefly responsible for designing and implementing workshops on global issues for school partners and at conferences, and developing and maintaining relationships with local organizations and speakers to facilitate community connections and for World Savvy partner schools.

**Distinguishing Features:** This job requires research, writing, outreach and presentation, and evaluation. It requires heavy collaboration with the GEP Program Associate and the Executive Director to ensure that the implementation of program goals is achieved.

**Schedule:** Part Time, 20 hours per week

**Salary:** Hourly, Commensurate with Experience

**Projected Start Date:** On or before November 3, 2008

**Application Deadline:** October 17, 2008

**Location:** San Francisco, CA

**Job Description:**

The Program Assistant for World Savvy's Global Educators Program will chiefly be responsible for the preparation and presentation of workshops on various global issues. Workshop design will be done in collaboration with the Program Associate, but the Assistant will be responsible for research and development of content and materials for the workshops, as well as for presenting the workshops to teacher in schools and at education conferences. In addition, the assistant will also facilitate connections to local organizations and experts for partner schools to increase opportunities for real world engagement to global issues for students, and conduct outreach for the Global Educators Program. The Program Assistant will report directly to the Program Associate for the Global Educators Program.

The responsibilities of the Program Assistant include:

**Professional Development Services – Approximately 50%**

- Developing content and structure for workshops, including researching and writing educational materials and designing activities for training workshops
- Presenting professional development workshops in schools and at conferences
- Tracking the attendance of teachers at conferences and workshops and evaluating and reporting on the efficacy of the workshops

- Assist the GEP Program Associate in implementation of other program services as needed, including regular email updates, researching and preparing materials/resources for partners teachers, maintaining and updating curriculum library, and research for the Global Affairs Monitor, and evaluation and reporting for the GEP
- Communicating with GEP Program Associate and Executive Director about results of evaluation and improvements to program implementation

#### **Community Connections – Approximately 40%**

- Conducting outreach and developing partnerships with local organizations in order to connect schools to the community
- Developing curriculum and itineraries for field trips connecting students and classes to global issues in the community
- Attending workshops, conferences, and other meetings to keep apprised of developments and resources in the education and international affairs communities
- Maintain all contacts and Community Connections in Salesforce database

#### **Communications and Outreach – Approximately 10%**

- Attending and presenting at conferences and professional development workshops
- Conducting outreach to teacher and school communities, and at Schools of Education and other professional schools
- Providing regular program updates to GEP Program Associate and Executive Director about progress of outreach and workshops

#### **Qualifications (Required):**

- Strong and demonstrated commitment to World Savvy's mission
- Minimum two years experience in teaching or youth development programming
- Bachelor's degree in either education or International Studies, or related field
- Excellent written and verbal skills
- Excellent organizational skills, with the ability to prioritize tasks and work under deadlines
- Good time management, multi-tasking, detail oriented, self-motivated and comfortable working in a small and collaborative team environment

#### **Desired:**

- Bi-lingual or multi-lingual
- Experience with workshop presentations, training, or professional development
- Knowledge of Salesforce and CRM technologies and best practices
- Experience living or working internationally in Asia, Africa, or Latin America.

If interested in the position, please email your resume to [kelly@worldsavvy.org](mailto:kelly@worldsavvy.org) or mail it to World Savvy, 999 Sutter Street, 4th Floor, San Francisco, CA 94109. If you have any questions, please call us at 415-292-7421.