World Savvy is a leading national education nonprofit working to transform teaching, learning, and culture in K-12 public education so all students can learn, work and thrive in our rapidly changing world as globally competent citizens.

World Savvy is unique in the field for our systems change approach that holistically supports the integration of global competence into student learning, teacher training and capacity, and school and district leadership. We have offices in Minneapolis (largest) and San Francisco. Learn more at www.worldsavvy.org.

Mission: World Savvy educates and engages youth to learn, work, and thrive as responsible global citizens.
Vision: As the leading provider of global competence education, World Savvy envisions a K-12 education system that prepares all students with the knowledge, skills, and dispositions for success and active engagement in the global community.

World Savvy is an ambitious organization with big ideas and tenacious growth goals. Our culture is one of optimism, authenticity, joy, and learning. World Savvy is deeply committed to anti-racism, inclusion, and equity in our programming and workplace. As we grow, we will intentionally build a team that reflects the ethnic, racial, and cultural diversity of the students, educators, and communities we serve. World Savvy seeks individuals who are Black, Indigenous, and People of Color to apply.

Position Summary:
We’re looking for a team player who is energetic, positive, and globally-minded to join our team in Minneapolis. The Program Associate is a critical member of the World Savvy organization, providing broad support to the entire Program team. The ideal candidate is someone who possesses knowledge of and passion for education and global issues.

Reporting to the Director of Professional Learning, the Program Associate is responsible for supporting program logistics, recruitment, and data management. Information on our program can be found here: https://www.worldsavvy.org/our-programs/. The position works in partnership with the entire World Savvy Program Team.

Our Values:
- We do the best work possible in service of our mission.
- We believe collaboration is essential.
- We see people as whole human beings.
- We intentionally grow and change.
- We lean into complexity when it’s called for.
- We believe big things are possible, whether that’s our mission or the project on the table.
- We notice and disrupt exclusionary patterns.
- We bring hope, joy, and a sense of aspiration into all that we do.
Schedule: Full time, nights, and weekends as required by the program.
Salary range: $21.63 - $24.03/hour (non-exempt)
Projected Start Date: July 1, 2021
Application Deadline: Priority Deadline of May 21, 2021
Location: Based in Minneapolis, MN (**All employees are currently working remotely due to Covid-19.)
Travel Requirements: 15-20% local and regional school-based - minimal national travel expected. This position will need to independently get to offices and schools throughout the Seven County Metro Area and greater Minnesota; some locations may not be accessible by public transit.

Responsibilities of the Program Associate include:

Program Logistics (40%)
- Administrative coordination of logistics (food, venue, technology, and schedule coordination) for program events and gatherings, including workshops, festivals, etc.
- Manage program registration and ongoing communication with program participants.
- Coordinate with the Marketing and Communications team to support the execution of program marketing and communications goals.
- Support the planning of workshops through panel, speaker, and guest research and recruitment.

Marketing and Communications (25%)
- Research new prospective partner educators and schools.
- Disseminate program information to educators and networks of schools through multiple communications channels, including social media, phone, email, and mailings.
- Research, price out, and order promotional items to give to partners in accordance with the budget and guidelines of the customer life cycle.

Data Management (15%)
- Manage program-related educator and student data.
- Collaborate with Operations team members on program and recruitment reporting.

Administrative Support (20%)
- Manage travel and calendar for Chief Program Officer (CPO).
- Manage data entry for CPO into Salesforce.
- Monthly reconciliation of CPO credit card expenses.
- Manage internal meeting and event planning to include in-person and remotely managed meetings.
- Ensure administration supplies, technology, and food are available where appropriate.
- Organize and maintain all program materials within the office.

Key Requirements:
- Completion of post-secondary academic degree preferred but not required.
- Background and interest in global education and international issues.
- Strong written communication skills; clear and professional demeanor.
- Proven ability to use technology and virtual tools to solve problems and work with others.
- Excellent interpersonal skills; ability to work effectively in a small and collaborative team environment.
- Proficiency with Microsoft Office and Google Suite applications.
- Solution-oriented approach, with excellent time management and organizational skills; strong attention to detail.
- Ability to work in a fast-paced, deadline-oriented environment.
- Demonstrated ability to work in a space of ambiguity and capacity to lean into complexity.
- Access to reliable and timely transportation to travel to our offices and schools in the region.
Applying for the Position:
Please apply online at: https://worldsavvy.bamboohr.com/jobs/view.php?id=25. Please include a resume, a cover letter explaining your interest in the position and why you believe your experience and skills are a good fit for this role, and a recent writing sample. (Please include your writing sample as a part of your cover letter document.) If you have questions that would affect your interest in applying, please e-mail jobs@worldsavvy.org.

A note about World Savvy’s commitment to anti-racism and recruiting: In the past, we’ve used equity and inclusion language to express our social justice values and our intention to build a team that reflects the racial diversity of the students, educators, and districts we serve. Like many organizations, we’ve recognized how passive and ineffective this has been at overcoming the effects of systemic racism that have impacted the workforce for generations. Many things need to change, including the dialogue we have with job seekers. To that end, we share the following:

As we grow, our commitment is to intentionally build a team that reflects the ethnic, racial, and cultural diversity of the students, educators, and communities we serve. This population is currently 50% or more Black, Indigenous, and People of Color (BIPOC). Recognizing the gap we have on our team, we’re seeking individuals who identify as a part of BIPOC communities to apply. We believe these life experiences and perspectives are critical, in particular, to advance our global competence work. At its core, this work is about teaching students to practice empathy, value cultural differences, consider multiple perspectives, and collaboratively problem-solve. In an increasingly divided world, this work is more important than ever, and its continued success hinges on modeling this ourselves by continuously learning and growing.