

October 2014

TESOL International Association  
Position Description

Position Title: Education Programs Coordinator  
Reports To: Director of Education Programs  
Department: Education Programs

Position summary:

The Education Programs Coordinator works closely with the Director of Education Programs and the Professional Development Manager in supporting a wide variety of professional development programs. The Education Programs Coordinator also works closely with TESOL's 21 Interest Sections (IS). Within the department, this position plays an important role in streamlining TESOL's online programming and resources to meet the changing needs of TESOL's global membership.

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Responsibilities:

- Assists with education program development, management, and administration
- Answers inquiries regarding TESOL online courses, certificate programs, seminars, discussions, face-to-face professional development workshops, symposia, and conferences  
Responds to member and non-member requests concerning department programming and inquiries about the TESOL field in general
- Oversees registration for online and face-to-face events including purchase orders, grants, and service agreements
- Assists with trouble shooting technology issues for participants of online programs
- Provides close-out program maintenance including grade sheet organization, course evaluations, and completed participant lists
- Serves as Staff Liaison to the Interest Section Leadership Council
- Works closely with IS Newsletter Editors to produce 4-5 newsletters per month using an online newsletter creation platform.
- Supports ISs with the development and upkeep of their Governing Rules and Elections
- Monitors and supports all IS "e-lists" in the TESOL Community
- Supports IS leader meetings at the convention in coordination with other staff
- Supports Education Program Department events at the TESOL Convention
- Helps with the TESOL convention bookstore
- Assists with the planning and execution of local and international face-to-face events
- Represents the Education Programs Department as a member of the TESOL Communications Team. Ensures department's initiatives are included in marketing and strategic communications plans
- Assists with creating and monitoring department budgets
- Works with designated staff to update Ed Programs content on the TESOL webpage
- Assists with other projects as assigned

Special Requirements of the Position:

- Bachelor's degree required, TESOL or equivalent preferred
- Experience supporting program/project/event development and facilitation
- Excellent, writing, research, interpersonal communication, and membership/customer service skills
- Familiarity with online learning and association management systems
- Comfortable working in various online platforms and databases
- Experience working with non-profit volunteer committees preferred
- Experience working with online forums, discussion groups and professional development programs
- 3+ years teaching experience in international contexts preferred

Required to lift heavy objects: No

Required to travel: Yes, periodically to support TESOL education programs, and to the annual convention

Position Status: Full-time, exempt

Interested applicants should send their CV, letter of interest, and salary requirements to Rita Gainer, [rgainer@tesol.org](mailto:rgainer@tesol.org) no later than Monday, 3 November 2014.

**Please Note:** Only short listed candidates will be contacted.