Position Title: Education Programs Coordinator
Reports To: Director of Education Programs (DEP)
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. In coordination with the department, this position plays an important role in expanding TESOL’s online programming and resources to meet the changing needs of TESOL’s global membership. The Education Programs Coordinator also works closely with TESOL’s 21 Interest Sections.

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
- Monitors registration, meeting budget, reaching out to non-traditional participants, troubleshooting all technology issues with our education platform systems, maintaining grade sheets, course evaluations, and list of completed participants.
- Works closely with designated staff to make sure Ed Programs content is updated on the TESOL webpage
- Serves as Staff Liaison to the Interest Section Leadership Council (ISLC)
- Supports Interest Section (IS) leader meetings at the convention in coordination with other staff
- Helps produce the IS newsletters
- 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 the development of K-12 Dream Day at the TESOL Convention
- Helps with the TESOL convention bookstore
- Coordinates the TESOL Resource Center, including IS outreach for content, with assistance from the Education Programs Department
- Stays abreast of the latest education technology and explores ways TESOL can use the most appropriate technology to deliver programming
- Responds to member and non-member requests concerning department programming
- 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
- Experience with Microsoft Office and content management systems
- Familiarity with association management systems
- Experience working with non-profit volunteer committees preferred
- 3+ years teaching experience, having international contexts preferred
- Experience working with international communities of practice a plus

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 no later than Friday, 13 December 2013.