



POSITION DESCRIPTION

POSITION TITLE: Coordinator of *Global Classroom*
REPORTS TO: Director of *Global Classroom*
START DATE: As soon as possible
SALARY: Commensurate with experience; Full benefits package

POSITION PURPOSE:

One To World, Inc. (OTW) is a private, not-for-profit membership organization whose mission is to foster intercultural understanding by creating face-to-face experiences among local communities, international students and Fulbright scholars. OTW's flagship program, *Global Classroom*, selects and trains international college and university students and scholars to become "Global Guides." With the support of the *Global Classroom* staff, Global Guides lead workshops in K-12 schools and after-schools in the NYC-area. *Global Classroom's* workshops are thematic, interactive and globally-focused.

OTW is seeking a Coordinator of *Global Classroom*. The Coordinator works with the Director of *Global Classroom* and a team of interns to deliver OTW's *Global Classroom* program.

QUALIFICATIONS:

- Bachelor's Degree required, Master's Degree in related field preferred
- At least one year of experience teaching or leading groups of youth in the U.S.
 - Experience with a diverse range of ages (8-21 years old) preferred
 - Experience in under-served schools or after-school programs preferred
- Experience in curriculum development and/or lesson planning
- Experience with collecting and analyzing data
- Strong interpersonal and communication skills (oral, written, intercultural)
- International experience (work, study or living) or experience working with diverse cultures
- Proficiency in Microsoft Office
 - Advanced proficiency in PowerPoint and Excel Preferred
- English language fluency

YOU ARE:

- Sensitive to cultural diversity and aware of cross-cultural and global issues
- Passionate about working with youth
- Creative, innovative, strategic and resourceful
- Highly energetic, enthusiastic and willing to work overtime: evenings and weekends

RESPONSIBILITIES:

1. Program Delivery and Evaluation (40%)
 - Lead globally-themed and project-based programs for K-12 students, including teaching, co-facilitating with our "Global Guides" (trained international students) and classroom management
 - Support Global Guides from a range of cultures with differing English levels to develop and implement their workshops

- Coordinate and schedule Global Guide assignments with schools and after-schools; liaise with Global Guides regarding workshop content, transportation and other information
 - Conduct in-school orientations and meetings with teachers, after-school staff and school administrators
 - Program documentation and evaluation
2. Curriculum Development (30%)
- Adapt lesson plans and materials to meet the needs of K-12 students
 - Develop new, globally-themed curriculum that reflects student and school interest, current events and hot topics
3. Selection, Training and Scheduling of International Students, known as “Global Guides” (20%)
- Manage Global Guide application and selection process, selecting a diverse group of 30-40 new Global Guides each semester
 - Assist in the development and facilitation of the Global Guide training
 - Coordinate the scheduling of Global Guides to facilitate workshops in local schools and after-schools
 - Assist in delivering international student orientation presentations at campus orientations and fairs
4. Program Development, etc. (10%)
- Assist with the development of partnerships with potential donors, educators and administrators
 - Develop marketing materials
 - Other duties, as necessary

TO APPLY: Please email a thoughtful cover letter, resume and salary requirements to: Adana Austin, Director of *Global Classroom*, at adana@onetoworld.org. Please use the subject “Coordinator of *Global Classroom* Candidate – First & Last Name” in your email. No phone calls, please.

It is the policy of One To World not to discriminate against any employee or any applicant for employment because of race, color, religion, sex, national origin, sexual orientation, age, disability, marital status or veteran status. This policy shall include, but not be limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, training, layoff and termination.