



## POSITION DESCRIPTION

POSITION TITLE:	Director of <i>Global Classroom</i>
REPORTS TO:	Executive Director
START DATE:	Immediate
SALARY:	\$67-\$78K, commensurate with experience. Full benefits package.
LOCATION:	New York, NY – hybrid

One To World, Inc. (OTW) is a not-for-profit membership organization whose mission is to foster intercultural understanding by creating face-to-face and virtual 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 volunteer facilitators known as "Global Guides." With the support of the *Global Classroom* (GC) staff, Global Guides lead thematic, interactive and globally-focused workshops for K-12 students in the New York and New Jersey areas. As a member of the senior management team, the Director of *Global Classroom* will build on the GC program's past success to expand its reach and impact.

### QUALIFICATIONS:

- At least five years of supervisory experience in educational or youth development program management
- Proven track record in partnership development; within the education space an asset
- Skilled in K-12 curriculum development and facilitation experience in New York City schools and/or after-school programs
- Experience in facilitating professional development or teacher training an asset
- Strong knowledge of program evaluation and assessment
- Experience working with the NYC DOE or DYCD
- Bachelor's Degree required, Master's degree in education or a related field an asset
- International experience (work, study or living) or experience working with diverse cultures
- Strong interpersonal and communication skills (oral, written, intercultural)
- Proficiency in Microsoft Office; advanced proficiency in PowerPoint and Excel Preferred

### YOU ARE:

- An organized and inspiring leader who is able to create and implement efficient systems
- A self-starter, goal-oriented individual who enjoys developing connections & relationships
- Sensitive and responsive to cultural diversity and cross-cultural issues
- Creative, innovative, strategic and resourceful
- Highly energetic, enthusiastic and willing to work overtime, occasional evenings and weekends
- Flexible to adapt to the growing challenges faced by schools and youth programs as a result of the ongoing pandemic



**RESPONSIBILITIES:**

**1. Partnership & Program Development (40%):**

- Forge and maintain strong partnerships with strategic program partners and funders
- Promote *Global Classroom* to schools, after-school programs, and NYC-area school districts
- Assist in preparation of funding proposals, reports and presentations
- Represent OTW within the greater community, through participation in associations like the Global Education Coalition of NYC
- Develop, present and lead workshops at relevant conferences

**2. Program Oversight & Evaluation (40%):**

- Supervise and manage a small team of staff and part-time interns, as well as a group of international student volunteers, in all aspects of program implementation
- Conduct meetings with teachers and other school and after-school administrators
- Conduct classroom observations, mid-program evaluation, and general guidance and support for *Global Classroom* staff and interns
- Evaluate, measure and analyze impact of programs on students, teachers and speakers
- Update and facilitate Global Guide training workshops
- Develop and lead professional development workshops for educators and youth workers as needed
- Assist in developing program budgets, invoice schools, track purchase orders, and help prepare financial reports as necessary
- Oversee creation and refinement of *Global Classroom* curricula and lesson plans, supporting Global Competency and Common Core standards

**3. Other Duties (20%)**

- Co-facilitating OTW's intercultural workshops delivered to universities and other institutions
- Support with One To World's strategic planning efforts
- Other duties, as necessary

**Note:** One To World has a mandatory vaccination policy for all staff and volunteers.

**TO APPLY:** Please email a thoughtful cover note and resume to: Executive Director Jen Clarke at [jen@onetoworld.org](mailto:jen@onetoworld.org). Please use the subject "Director of *Global Classroom* – First & Last Name" in your email.

*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.*