



The Institute for Social and Emotional Learning

Empowering Educators, Transforming Schools

Program Manager and Facilitator (Full Time)

Deadline for Applications: October 29, 2021

Title: Program Manager and Facilitator (Full Time)
Duration: Permanent position
Pay: Commensurate with Experience
Location: Remote position - located in the US, with regular travel
Start Date: Flexible, but ideally Spring 2022

The Institute for Social and Emotional Learning (IFSEL) empowers educators, young people, and parents to transform their schools into caring, inclusive communities. Since 2009, we have designed and led professional development Institutes, Workshops, and Consultations with 7000+ educators, from over 700 schools in the United States and abroad.

Our small, international team is hiring a Program Manager and Facilitator to play a vital role in supporting IFSEL's work with schools around the world. This role will focus on three primary areas - managing a number of school contracts and relationships; facilitating professional development sessions at IFSEL Institutes, Workshops and at IFSEL partner schools; and taking a major role in generating and creating new SEL lesson materials and professional development sessions.

To be successful in the position, the candidate brings experience and commitment to centering equity, diversity, and inclusion in their SEL practice; a strong track-record of teaching SEL in a K-12 setting; experience with curriculum design; and experience designing and delivering professional development to educators in diverse settings and schools.

This position requires significant domestic and international travel (mainly Asia) - up to 3-4 times per month, for 2-4 days at a time. Some international trips could be up to 10 days in length.

Key Responsibilities include:

Managing School Relationships

- Successfully lead the delivery of a number of school contracts, which includes:

- Building and sustaining strong positive ongoing relationships with schools.
- Coordinating with Directors and the IFSEL team to plan, schedule, staff, and troubleshoot the delivery of contracts for which you are Lead.

Facilitator

- Deliver IFSEL sessions and materials at IFSEL Institutes and Workshops (online and in-person). Work with members of the team to support the planning and coordination of these events.
- Deliver IFSEL Professional Development Workshops for schools, including planning, coordination, and follow-up with client school.
- Deliver IFSEL Parent and Caregiver Sessions.
- Present IFSEL sessions and materials at conferences.

Program Development

- Center principles of equity, diversity, and inclusion in all program development to empower all students, educators, and parents in IFSEL school communities to thrive.
- Take a leading role in creating new, high-impact, experiential SEL curriculum resources and professional development sessions.
- Leverage extensive classroom experience to enrich IFSEL's collaborative work of generating new SEL lessons and session.
- Manage IFSEL's resources (curriculum, presentation, facilitator plans) - updating and editing as required.

Required Skills/Experience

- Experience with IFSEL's approach and resources (Preferred)
- Extensive recent experience teaching SEL in K-12 settings (with any age students)
- Extensive experience facilitating professional development for educators
- Experience creating and curating curriculum resources
- Excellent verbal and written communication skills
- Excellent relationship skills - building positive relationships with schools, and teachers.
- Ability to take direction balanced with ability to take initiative
- Ability to manage multiple projects
- Comfort with Microsoft Office Suite (Word, Excel, Powerpoint); Google Drive (Google sheets, forms and shared documents, as well as Google calendar); and Dropbox

Benefits:

- Competitive compensation, commensurate with experience
- Four-weeks paid vacation each year, plus holidays
- Monthly benefits stipend

- Flexible work schedule
- Work from anywhere (must be US-based)

Application Instructions:

Please send resume and covering letter/email explaining your interest in this role to jobs@institutehorsel.net

For an informal conversation about the role in advance of applying, please email IFSEL Executive Director, Nick Haisman-Smith - nick@institutehorsel.net

About the Institute for Social and Emotional Learning

The Institute for Social and Emotional Learning empowers educators, young people, and parents to transform their schools into caring, inclusive communities. We work with schools all over the world, and our team is creative, passionate, fun, and committed. Our office is “virtual” and we span several time zones. This position requires both an ability and willingness to work independently and also to interface with various team members in an organization that is growing.

We hope to be drivers of change, and believe having a team of diverse backgrounds will enable us to strengthen our impact for others. IFSEL is proud to be an equal opportunity employer, and is committed to providing employment opportunities regardless of race, religious creed, color, national origin, ancestry, physical ability, mental ability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, pregnancy, childbirth and breastfeeding, age, sexual orientation, military or veteran status, or any other protected classification, in accordance with applicable federal, state, and local laws.

For more information about the organization: <https://www.institutehorsel.net/>