

K-12 Education Manager

Organization Summary: Global Minnesota is a nonprofit, nonpartisan, member-supported organization advancing international understanding and engagement. With a staff of 16 and a \$1.6 million budget, Global Minnesota is proud to be celebrating nearly 75 years of connecting Minnesotans to the world and the world to Minnesota. Currently, staff work hybrid schedules of at least 2 days/week in the office. Additional office days may be added in the future. This role may require in-person work up to 5 days per week, based on the school visit schedule. For more, visit our website at: www.globalminnesota.org.

Nationally, Global Minnesota is a leading member of the World Affairs Councils of America; a member of Global Ties U.S., the nonprofit partner of the U.S. State Department's International Visitor Leadership Program; and an affiliate of the Foreign Policy Association.

Environment: Global Minnesota staff work in a fast-paced, dynamic digital and in-person environment and need to be efficient, flexible, professional, dependable problem solvers, who can work well independently and as part of a team. Self-starters with well-developed communication and interpersonal skills and an interest in meeting and working effectively with multiple constituencies are especially effective. The workplace is an open and active setting and staff need to be able to accomplish their work in this type of environment. Headphones are welcome.

Position Summary: The Education Program manager works as a member of Global Minnesota's program team to further Global Minnesota's mission by planning, implementing and evaluating all aspects of the organization's activities in and with primary and secondary schools in Minnesota.

The program manager is responsible for all logistics related to coordinating over 130 presentations made yearly by approximately 50 international student speakers in classrooms throughout the state. Duties include recruiting and supporting volunteer international student resources necessary to implement this program as well as the teachers who are served by this program. The program manager also works with high school teachers and student teams throughout Minnesota on Academic WorldQuest, an annual state-wide competition of global knowledge and competence.

Duties also entail maintaining the database, statistics and activity records related to the entire classroom program. As Global Minnesota's key organizational representative to school communities outside the Twin Cities metropolitan area, this position requires occasional travel around the state.

Reports to: Program Director

Position Responsibilities

- **Works closely** with the **Program Director** and **Volunteer & International Student Manager** to identify and recruit international college and university students to participate in the Classroom Connections program.
- **Coach and evaluate** teachers, schools, and international student speakers and other educational partners to meet the goals of Global Minnesota's classroom program.
- **Develop and maintain** pool of qualified international student speakers to serve as an international resource to Global Minnesota's school program. Activities include development and execution of strategies to interest and retain quality speaker pool and class material development. Travel as needed to schools to implement and assess effectiveness of speakers in the schools.
- **Administer and manage** all logistics to identify, recruit and match volunteer international speakers and arrange individual speaker visits to schools. Includes visit confirmations, evaluations, and arranging for volunteer escorts and providing transportation as necessary. Train and supervise volunteers and department interns to provide administrative program support as needed.

- **Promote and inform** K-12 teachers of Global Minnesota program opportunities including speaker opportunities and Academic WorldQuest. Build district-wide support for Global Minnesota's classroom program in Minnesota schools, beginning with the St. Paul/Minneapolis districts while reaching strategically out into Greater Minnesota. Maintain and leverage networks of educators to deliver and evaluate effective programs.
- **Maintain and adapt** the Classroom Connections framework and conceptual design for Global Minnesota's programs in the classroom, ensuring that they are accessible and easy for teachers to implement.
- **Prepare & present** program information for Global Minnesota stakeholders, e.g. development prospects & members, as well as for the Global Minnesota publications, annual report, website, and social media as appropriate.
- **Research and propose** outside funding opportunities for the K-12 education program. Prepare related grant applications and reports as needed.
- **Maintain** program activity database related to teachers, schools, international speakers and school program volunteers including speaker presentation log and other program statistics to be used for program marketing, evaluation and reporting. Also maintain speaker presentation and resource library.
- **With the World Affairs Events Coordinator, organize and support communications** related to the implementation of Academic WorldQuest competition including sharing informational materials with registered teachers and teams and helping administer the competition locally.
- **With the Volunteer & International Student Manager**, support and attend international student social and cultural events, college and university welcome and orientation events, and community service tabling events as needed, with the goal of recruiting and engaging the volunteer resource pool. Organize and lead student volunteer appreciation events with the support of the Volunteer & International Student Manager.
- Other duties as assigned by the Program Director, including supporting other program areas when needed.

Qualifications

Bachelor's Degree plus five years of program related experience including event planning and management experience required or Master's Degree with three years related experience. Strongly prefer one-year experience working in a K-12 education setting, ideally in Minnesota. Significant international & intercultural experience living & or working outside of the U.S. desired. Strong computer skills required, including experience with creative use of current multimedia technology as well as power point, word processing, databases, spreadsheets and e-mail.

Demonstrated successful program marketing and assessment, coordination and organizational ability, including attention to detail, adherence to deadlines, impeccable follow-through and the ability to work on several tasks simultaneously. Positive communications skills, able to speak to small groups and communicate effectively in-person and in writing.

Position requires valid Minnesota drivers license and regular access to a vehicle.

While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Compensation: This is a full-time, exempt position with general core hours set between 10 AM and 4 PM. Because of the nature of this position, early mornings and some weekend hours are regularly needed. Occasional evening hours are also needed, with advanced notice to attend events. Because school visits

can take place on any weekday, this position requires the ability to be in-office or in a school Monday through Friday. Possible overnight travel to Greater Minnesota up to three times per year. Global Minnesota offers a full compensation package including salary, paid vacation, paid holidays, paid sick leave, health insurance, dental insurance, disability insurance, opportunities for professional development, employer contribution to a retirement fund and optional pre-tax employee contribution to a retirement fund. Salary commensurate with experience within a range of \$50,000 to \$60,000 per year.

Global Minnesota is not able to offer visa sponsorship or OPT for this position.

Confidential Application Process: Send a resume and letter of application to Erin Hart at info@globalminnesota.org, or via mail to Global Minnesota, 1901 University Ave SE, Minneapolis, MN 55414. Applications will be reviewed on an ongoing basis with a preferred application deadline of June 19.