

Job Title: Director of Education



Reports To: Vice President of Community & Strategic Initiatives (may vary)

Schedule: Monday – Friday (may vary)

FLSA Status: Exempt

Type: Full Time

Summary:

Provides day to day operational direction for education staff and education programs including on and off-site Youth Programming initiatives, adult education, and continuing education programs for animal welfare professionals. As a qualified administrator, will drive the maintenance and growth of HSC's education programs, and support the creation of new educational initiatives in support of the organization's strategic plan.

Essential Duties and Responsibilities Include:

- Provide day-to-day operational management for education programs running from the HSC Animal Resource Center and various other community education initiative locations.
- Oversee and expand the organization's existing education programs to provide high quality animal welfare presentations - this may include sharing our programs with national and international audiences.
- Work closely with the VP of Community & Strategic Initiatives to establish/maintain working relationships with other compatible animal welfare / animal industry education programs.
- Set marketing strategies for Education and Youth Programs in order to reach income targets and achieve strategic outcomes.
- Monitor and manage expenditure for education programs.
- Schedule and Chair regular team / one-on-one meetings to monitor progress of education projects, and brief direct reports on their role in upcoming projects and events.
- Debrief staff after off-site education trips / education projects to review outcomes in accordance with strategic plan and address future needs.
- In consultation with the VP of Community & Strategic Initiatives, deliver speeches, lectures and talks at HSC Animal Resource Center or Sponsor events about the education program.
- Liaise with other key educational and animal welfare organizations to develop relationships that support the goals of the HSC Education program.
- Facilitate regular contact between teaching staff and volunteers throughout area via phone calls, visits and newsletters.
- Working with the Volunteer Programs Manager, facilitate regular training and monthly reporting process for Education Volunteers.
- Work with staff to ensure school and community education programs and booking processes reflect the current policies and campaigns of the HSC.
- Monitor and manage HSC's Education Programs to ensure their relevance in the current education environment.

- Where required, support Youth Programs and Animal Welfare Education through lesson delivery and bookings process.
- With assistance from the VP of Community & Strategic Initiatives and the Human Resources department, manage all staff related activities such as recruitment and selection, on-boarding, performance management and goal setting. Proactively contribute to the creation of a positive culture within HSC.
- Meet key objectives of HSC's operational plan and support other members of the Senior Leadership Team and CEO in their key objectives of the organization's Strategic plan
- Provide excellent customer service to all visitors and clients

Volunteers

- Directly oversee daily work assignments of volunteers to ensure completion of work as assigned.
 - Coach volunteers by providing regular, ongoing feedback and training.
 - Promote integration and utilization of volunteers; recruit and train volunteers to assist department.
- Performs special assignments and other duties as assigned when necessary

Qualifications/Expectations:

- Enthusiasm for the mission of the Humane Society of Charlotte and helping animals in our community
- Bachelor's degree preferred
- Demonstrated previous successful experience in program administration and organization strategy preferred
- Previous experience working or volunteering in an animal welfare setting preferred
- Knowledge of NC State Educational Standards preferred
- Working knowledge of MS Office
- Self-motivated, well organized, detail oriented, and able to effectively work independently and within a team framework
- Goal oriented, committed to excellence and results
- Strong interpersonal communication skills required, as well as a high level skill in written and verbal communication
- Must have a great sense of humor and enjoy working in a relaxed office environment
- Capable of balancing multiple priorities, with limited resources, in a fast-paced environment
- Must be comfortable and able to assume a leadership role when interacting with companion animals, children, animal welfare professionals, and the general public
- Must have a valid driver's license, reliable mode of transportation and good driving record
- Must be willing to work flexible hours, including evening and weekends needed
- EOE

Work Environment:

- Exposure to high noise levels and odors
- Exposure to fumes or airborne particles and toxic or caustic chemicals

Physical Demands:

- Must be able to lift & move up to 25 lbs

I understand the job duties and responsibilities as described above and can perform all tasks as outlined.

Signature: _____

Printed Name: _____

Date: _____