



Professional Development Specialist (Part Time, 20 hours per week)

SABES Program Support Professional Development Center

www.sabes.org/pd-center/program-support

John Snow Research & Training Institute, Inc., and its World Education Division

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www.jsi.com | www.worlded.org

Introduction

[World Education](#) (WE) is a division of [John Snow, Inc.](#) (JSI), a global nonprofit that is dedicated to improving people's lives around the world through greater health, education, and socioeconomic equity for individuals and communities. Projects in World Education's US Portfolio seek to improve the quality, efficiency, and availability of education for all adults with limited English and/or formal education. Our work addressing systemic barriers to opportunity is grounded in the lived experience of adults and communities impacted by economic inequity, racism, xenophobia, and other forms of oppression and marginalization.

The [SABES Program Support Professional Development Center](#) (PSPDC) is a project of World Education, funded by the [Adult and Community Learning Services](#) (ACLS) unit of the Massachusetts Department of Elementary and Secondary Education. The PSPDC develops and delivers high quality professional development (PD) to MA educators in DESE-funded adult education programs in six priority areas: Educational Leadership and Program Management; Digital Literacy; Career Pathways; Advising and Student Support Services; ADA Resources & Training; Connecting Adults with Adult Education Programs, which includes the [MA Adult Education Help Desk](#). Each year, our team delivers (on average) more than 5,000 hours of PD to more than 2500 participants via 200 PD events and connects more than 1,200 adult learners to programs through the Help Desk.

Role Description

The part-time PD Specialist reports to the PSPDC Director and works closely with the Director and the PSPDC team to coordinate, develop, promote, and deliver professional development opportunities and resources, with a special focus on advising and student support services. The PD Specialist also contributes to overall project management, including PSPDC communications and general administration.



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PD Specialist Job Description, Fall 2023

This role is **part-time** (0.5 full-time equivalent (FTE), or 20 hours a week). Depending on the candidate's interest and skill set, additional work related to other projects within the World Education's U.S. Portfolio could be considered to increase the overall FTE.

The PD Specialist will be **based in our Boston office** and should be located in a state where JSI is registered to do business (California, Colorado, Georgia, Massachusetts, New Hampshire, Rhode Island, Vermont, or Washington, D.C.). Hybrid work options may be available based on the candidate's location. Due to the nature of the work, candidates who live in Massachusetts or have experience in Massachusetts adult education programs are preferred. **Travel** within Massachusetts will sometimes be required; travel outside of Massachusetts (for trainings and conferences) may occasionally be an option.

Work Environment

As a PSPDC team member, candidates can expect to work in a flexible but fast-paced environment that values self-direction, communication, and a commitment to growth. PSPDC team members can expect to work both independently and as part of a team to complete projects and tasks within the scope of work. PSPDC team members work and communicate with a variety of stakeholders – including practitioners, state and national subject matter experts and consultants, funders, and others – and strong communication skills are valued. We encourage individual professional growth and engage in opportunities to learn from each other and from practitioners, students, and experts in the field.

Our team prioritizes access and equity in learning. We look to adult learners and adult education practitioners as experts in their own stories and needs, work to center and lift up their perspectives, and seek opportunities to collaborate and co-create with them. We aspire to methods of teaching and learning that are accessible, engaging, and effective for individuals with many different learning needs and preferences. The PD Specialist should share these approaches and have a demonstrated commitment to changing practices, institutions, and systems that work to disadvantage people of color and marginalized groups, including adult learners. Participation in agency-wide activities to promote diversity, equity, inclusion, and belonging (DEIB) will be required.

Responsibilities

We expect the PD Specialist to be responsible for the following areas of work. Reasonable accommodations will be made for employees with disabilities.

PD Development, Promotion, and Delivery

- Collaborate with the PSPDC team, consultants, funder, and practitioners to develop and implement an annual plan for professional development to support career and education advisors in Massachusetts adult education programs

- Coordinate, develop, revise, promote, and deliver professional development offerings, training materials, and other resources; oversee the coordination and facilitation of advisor sharing groups and other related communities of practice
- Write articles for newsletters, the SABES resource library, professional journals, and other sites and publications
- Stay up-to-date on relevant local and national resources and offerings and resources; curate and disseminate relevant resources, training materials, and events

Other Responsibilities

- Support overall project management, including communications and website planning, data and budget tracking, quarterly grant reports, and other responsibilities
- Participate in PSPDC team meetings, SABES system meetings, and US Portfolio meetings
- Contribute ideas that benefit the project’s continuous improvement, including a commitment to centering diversity, equity, and inclusion in both planning and implementation
- Assist with recruiting, interviewing, and orienting new staff as needed
- Contribute to portfolio-wide activities, projects, and events planning

Qualifications

We understand that many qualified candidates will not meet all of the following qualifications, and encourage anyone who meets many or most of the qualifications to apply.

- Around 5-7 combined years of experience in most or all of the following areas:
 - Leading and training others, especially as part of a team
 - Teaching, facilitation, and/or instructional design, including a working understanding of adult learning theory and teaching methodology
 - Advising, career counseling, education and career planning or job coaching with adult learners
 - Community outreach, network building, and communications
- A working understanding of the adult education field in Massachusetts; experience attending or working in publicly-funded adult education programs is particularly desirable
- Strong written and oral communication skills; fluency in one or more language/s other than English (especially Spanish or another [commonly spoken language in Massachusetts](#)) is highly desirable
- Proficiency in Microsoft suite, Google tools, and Zoom is expected; proficiency with Canvas is highly desirable

Compensation & Benefits

This position has an annual salary range of \$65,000-\$75,000, commensurate with experience and documented skills. At .5 FTE (50%, or 20 hours per week), the salary range for this position

is \$32,500-\$37,500. WEI offers competitive benefits including health insurance, dental, vision, and a 403b with a company match.



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