



WORLD EDUCATION

Seeking Advisor Sharing Group Facilitator and Coordinator

SABES Program Support Professional Development Center

Posted June 24, 2021

Description

The SABES PSPDC is a project of the US Division at World Education, Inc. based in Boston, MA. We are seeking a part-time coordinator to coordinate Advisor Sharing Group (ASG) facilitators for meetings in all state regions. In addition, the coordinator will facilitate ASG meetings for the Southeast region. This is a part-time, 10-month contract position with the SABES Program Support Professional Development Center (PSPDC), set to begin in August 2021.

World Education is a national leader in building the adult education system's capacity to provide high-quality instruction and advising for adult learners. We are committed to advancing racial, economic, and social justice through our work. At the SABES PSPDC, our goal is to work in creative and responsive ways to provide professional development according to our system's High Quality Professional Development (HQPD) Standards. The PSPDC is one of the centers that make up the SABES system, funded by the Massachusetts Department of Elementary and Secondary Education. This PD Center provides support in nine priority areas, including advising. See more about the SABES PSPDC here: <https://www.sabes.org/pd-center/program-support>

Advising is an essential component of helping students stay motivated and persist in setting and achieving their education and career goals. Effective advising is more than establishing student education and career goals. Advising also involves working collaboratively across the program to assess the supports and barriers students encounter on their pathway, and connecting students to organizations that can help. See the *Effective Advising Practices Aligned with the Indicators of Program Quality*: <https://www.sabes.org/content/effective-practices-aligned-indicator-program-quality-6-guide-0>

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Responsibilities of the Advisor Sharing Group Coordinator

Advisor Sharing Group (ASG) meetings are regionally-based peer sharing and learning meetings that the PSPDC holds in five Massachusetts regions, four times a year (for a total of twenty meetings a year). Meetings are expected to be remote (conducted over Zoom) until at least January 2022. ASG meetings are facilitated by regionally-based, experienced advisors currently working in an adult education setting. Meetings are open to new and experienced advisors, and agenda topics are selected based on the interests and needs of attendees and emerging issues in the field.

This position includes two main functions: 1) Southeast ASG Facilitator -schedule, plan and facilitate four meetings a year (remote or in-person) and 2) Statewide ASG Coordinator - serve as the liaison between the other four facilitators and the SABES PSPDC staff, and assist the regional facilitators in scheduling, planning, and facilitating meetings.

1) Statewide ASG Coordination

- Coordinate with four regional facilitators to schedule and post ASG meetings (20 per year)
- Act as liaison between PSPDC coordinator and regional facilitators regarding registrations
- Meet quarterly with the PSPDC PD Specialist to develop and revise (if needed) the annual work plan
- Schedule and facilitate reflection and planning meetings with the group of four (ASG) meeting facilitators twice annually and report key recommendations to the PSPDC PD Specialist

2) Statewide Meeting Support

- Provide coaching and assistance to regional facilitators as needed on planning and facilitating an engaging meeting, including: topic selection, meeting agenda, guest speakers, facilitation tips and resource sharing; ensure that agreed-upon timelines are met
- Develop meeting agenda templates and facilitation guidance in collaboration with regional facilitators
- Coordinate invitations and links to virtual meetings, assist with securing spaces for in-person meetings, collect and review meeting materials and notes, disseminate to participants

3) Southeast (regional) ASG Facilitation:

- Schedule, plan, and facilitate four regional ASG meetings annually, for advisors in the Southeast region
- Create an environment for advisors to share tools, resources, strategies, and challenges in a structured, facilitated discussion
- Coordinate and work with SABES PSPDC staff to post calendar descriptions, update attendance, share meeting materials and invoice for meetings in a timely way
- Compile and disseminate key meeting notes, including resources shared during meetings

4) Additional

- Help to identify and onboard new regional facilitators, if needed

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Qualifications:

- Minimum 2 years' experience in an advising and coaching capacity within an adult education and/or workforce development program. Strong facilitation and oral communication skills, including inclusive and collaborative group facilitation skills
- Strong digital literacy skills, including Zoom and Google Suite proficiency
- Demonstrated ability to organize and coordinate groups, meet deadlines, and be self-directed while being responsive and accountable to others
- Bachelor's degree required

This is a Massachusetts-based position, and candidates must be able to both effectively facilitate online meetings and travel to in-person meetings in the Southeast region of the state (proposed timeline for returning to in-person meetings is January 2022).

Payment:

This is a contractual position, which does not include any benefits, use of World Education office space, or office equipment. The hourly rate is \$85.00 per hour for up to 80 hours for meeting coordination, and 12 hours for Southeast regional meeting facilitation (through 6/30/22)

Supervision:

Reports to Dani Scherer, Professional Development Specialist, SABES Program Support PD Center.

Apply:

Please submit a resume and cover letter to dani_scherer@worlded.org by July 21, 2021.

World Education is an Equal Opportunity, Affirmative Action Employer committed to workplace diversity. We are committed to providing equal employment opportunities for all qualified applicants and employees without regard to age, race, color, national origin, ancestry, creed, religion, gender, disability, marital status, sexual orientation, sexual preference, genetic information, political affiliation, or protected veteran status in any employment decisions. M/F/V/D If you are an individual with a disability, or a disabled veteran and unable to apply online for an available position, you may submit your request for reasonable accommodation by calling Human Resources at 617-482-9485.

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