



SABES Program Support PD Center Project Associate (Full Time)

Description

World Education, Inc. is a non-profit organization dedicated to advancing equity through education to support adults, their families, and communities to thrive. The SABES Program Support Professional Development Center (PSPDC) is a project of World Education, Inc., funded by the Massachusetts Department of Elementary and Secondary Education/Adult and Community Learning Services (ACLS).

The PSPDC develops and delivers high quality PD to MA adult educators in nine priority areas: Program Management and Educational Leadership; Career Pathways; Advising; ABE Licensure; Digital Literacy and Distance Education; Diversity, Equity, and Inclusion; Connecting Adults with Adult Education Programs; LACES, and ADA Compliance. On average, the PSPDC team delivers more than 5,000 hours of PD to 2500 participants via 100 PD events each year.

The full-time Project Associate works closely with the Project Coordinator in a fast-paced environment and is responsible for supporting the PSPDC team with entering PD participation data, hosting and providing tech support for webinars, compiling PD event evaluations, and providing other general administrative support.

Supervision: Reports to the PSPDC Director Luanne Teller, U.S. Division, World Education, Inc.

Responsibilities

- Primary responsibilities include but are not limited to:
- Enter all PD participation data into the LACES PD database according to protocols and established time lines; organize and maintain records for all PD participation; reconcile data entered into LACES against internal tracking sheets to ensure that all data are complete and accurate.
- Compile PD event evaluations (quantitative and qualitative feedback) and prepare summary reports.
- Assist in coordinating/scheduling space at World Education for PSPDC and other SABES Center PD events; and with other entities for PSPDC PD events held across the state. Support on-site PD events (for the PSPDC and other SABES Centers) by helping to set up rooms, welcome participants, and respond to presenter requests and needs.
- Support online PD events by scheduling and hosting webinars via Zoom. Communicate with the project team to provide links and participation reports; schedule rehearsals and support presenters according to their requests; and support online participants by providing tech support as needed.
- Generate and track supply orders.
- Copy and assemble training materials.
- Run weekly updates on project laptops. Maintain equipment inventory and respond to requests from IT to update laptops.

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- Assist with preparing materials for conferences at the direction of the project team (e.g., name badges, copies, presenter materials, etc.).
- Attend monthly project team and US Division meetings, contribute to division-wide shared activities, and participate in other staff development related activities (e.g., ethics; diversity, equity, and inclusion).

Qualifications

- Bachelor's degree preferred or a minimum of 3 to 4 years of relevant experience supporting a project team in a professional setting, along with strong interest in working in the field of adult education and workforce development (US)
- Experience working in an adult education environment and familiarity with the Massachusetts adult education system strongly preferred
- Demonstrated ability to organize and simultaneously manage a variety of tasks and multiple deadlines; experience creating and managing internal tracking systems strongly preferred
- Experience entering and reviewing data for accuracy (familiarity with the LACES system preferred); ability to analyze data for trends
- Proficiency in Microsoft Office Suite required (MS Word, Excel, PowerPoint, Publisher, Adobe)
- Ability to work with and adapt to a range of technologies, platforms, and LMSs required (e.g., Google/AO docs, Slack, Zoom, Moodle, etc.)
- Strong written and oral communication skills; demonstrated ability to effectively interact with project colleagues, partners, and funders
- Willingness to take initiative and contribute ideas that benefit the project's continuous improvement, including an intentional commitment to integrating concepts of anti-racism, diversity, equity, and inclusion throughout the work
- Strong sense of collaborative teamwork and ability to respond flexibly to fluid work demands

As a recipient of federal funds, WEI must adhere to [Executive Order 14042 \(Ensuring Adequate COVID Safety Protocols for Federal Contractors\)](#), which requires covered employees to be fully vaccinated against COVID-19. Covered employees are defined as US-based staff who are or will be physically present in a US office or telecommuters who currently reside in the US. Applicants requesting consideration for religious and/or medical exemption will be considered.

*WEI 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, gender identity, 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.

Please read this notice entitled [Equal Employment Opportunity is the Law](#), and this "[EEO is the Law](#)" Poster Supplement.