



## **Education Specialist**

### **Location: Washington, D.C.**

The International Brotherhood of Electrical Workers (IBEW), one of North America's leading trade unions, is hiring an Education Specialist to work at its headquarters in Washington, D.C. Duties include updating and developing new education and training curricula for members, leaders and staff of the IBEW. As a part of the education department, the person in this position serves as a critical team member with office staff and international representatives across the country and in Canada who facilitate core training programs.

Applicants must have at least a bachelor's degree and/or five years of experience in education, labor relations or organizational development. Applicants who are interviewed will be asked to provide a work sample of a training program or module for which he/she led the development and implementation. Competitive salary with regular increases and outstanding benefit package.

To apply, submit a résumé and cover letter to the IBEW Personnel Department by email to [personnel@ibew.org](mailto:personnel@ibew.org) or by mail to 900 Seventh Street, N.W., Washington, DC 20001.

#### **Position Summary:**

This position is responsible for developing education and training curricula for members, leaders and staff of the International Brotherhood of Electrical Workers (IBEW). As a part of the education department, this position works as a critical team member with office staff and international representatives across the country and in Canada. This position works under the direction of the director of the department.

#### **Duties:**

1. Plans and designs education and training programs
2. Works independently and with subject matter experts, international reps and staff in other departments to develop relevant content for training programs and related materials
3. Coordinates curricula development, revisions and updates with international representatives assigned to the education department
4. Conducts assessments to determine training needs and methods of delivery
5. Researches, writes/rewrites, edits and proofreads training and education curricula
6. Develops course content using various multimedia tools
7. Participates in the assessment of programs and research projects
8. Assists in field testing new programs and revises curricula and materials as needed
9. Assists other departments with their educational projects as needed

**Job Requirements:**

1. Bachelor's degree in education, labor relations or organizational development
2. Five to seven years of experience in training and curriculum development
3. Any equivalent combination of education and experience
4. Proficient in adult teaching and learning techniques
5. Able to develop and conduct presentations for diverse audiences in a variety of settings
6. Able to select or develop appropriate teaching materials
7. Able to use current forms of multimedia and visual aids
8. Able to work effectively with a team that is located in several geographic regions
9. Experience in working closely with others as part of a successful team.
10. Knowledge of labor unions and/or organizations that promote social and economic justice
11. Able to work independently on multiple projects and meet deadlines
12. Excellent writing and communication skills
13. Proficient computer skills with an ability to use associated software and web-based applications