



Education Lead

This position description is intended to describe the general nature and level of work being performed by people in this category. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of people in these positions.

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| Work Team: | Program |
| Reports To: | Program Manager, Executive Directors |
| Position Classification: | Employee |
| Length of Service: | 2-year commitment |

POSITION SUMMARY

The Education Lead develops and coordinates the summer teaching faculty, school group visits, and other educational opportunities for the community throughout the year. This individual is an energetic “people person” with a desire to foster a warm sense of welcome and belonging for all who wish to teach and learn in the Village. The Education Lead interfaces and collaborates with multiple in-Village departments and regularly communicates with individuals and institutions outside of the Village. This position is perfect for someone who enjoys both deeply relational work and long-term logistical project managing.

MAJOR FUNCTIONS (principal duties and responsibilities; such as categories supported, staff size, volume managed, etc)

Specific responsibilities include but are not limited to the following:

- Facilitates teaching faculty and guest musician application and review process.
- Schedules and manages logistics for teaching faculty and guest musicians for summer and shoulder season offerings.
- Schedules and manages logistics for school groups, including: Graduate and Undergraduate institutions visiting for January and May terms; local K-12 school visits.
- Collaborates with Program Lead to plan and facilitate retreats and other special programming such as Women’s Retreat and Abriendo Caminos.
- Leads faculty orientation; works collaboratively with the Program team to anticipate and fulfill faculty needs and concerns.

- Supports Program team functions as necessary.
- Other duties as assigned.

KNOWLEDGE AND SKILLS REQUIREMENTS (position specifications; such as knowledge/education, skills, problem solving/decision making, risk/bottom line results, management responsibility – people and functions)

Specific knowledge and skills include but are not limited to the following:

- Excellent communication and interpersonal skills; enthusiasm for and ability to interact positively and hospitably with people at all levels and in all capacities both inside and outside of the Village, i.e. faculty, guests, volunteers, directors.
- Experience using Google Workspace and Microsoft Office.
- Sound judgment, creativity, problem solving, flexibility, and decision-making abilities.
- Strong planning and organizational skills; attention to detail.
- Able to see the 'big picture' and be proactive; does not wait for issues but checks in and anticipates faculty and school group needs.

COMMUNITY EXPECTATIONS (particular knowledge/skills related to client and/or agency needs)

- Has enthusiasm for, and ability to work in, a remote wilderness setting.
- Commits to work in ways that support and fulfill Holden Village's Mission, Vision, and Values and commits to the terms of the Community of Practice Agreement.
- Extends genuine hospitality to all Villagers and guests.
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the Strategic Plan.
- Undertakes Work of the Village including dish team, garbology, stoking, and wood chaining.
- Abides by Holden Village's Community Health Protocols and Practices.
- Commits to staying up-to-date on all required vaccinations.

COMPENSATION & BENEFITS

As an Employee, you are eligible for the following compensation and benefits:

- \$1650/month stipend
- Meals, housing, utilities, internet access provided
- Health, Dental, and Vision Insurance
- Simple IRA account
- Life Flight membership (emergency helicopter transportation based on medical need)
- 14 one-way boat tickets per year
- Generous "out" days, and friend and family guest policy
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!