

SDI Education Coordinator – Part-Time/Contractor

Job Description:

Are you comfortable working with a small team and possess exceptional organizational skills? Are you quick on your feet and calm under pressure? In this position, the right person will take responsibility of coordinating our educational offerings such as webinars, online courses and workshops.

For the past 30 years Spiritual Directors International has been inspiring and connecting seekers with spiritual guidance. With more than five thousand members on six continents, SDI supports a diverse and dynamic community of spiritual companions and seekers through conferences, workshops, educational programs, publications, and other offerings. For examples see: sdicompanions.org.

Summary:

The SDI Education Coordinator will organize, coordinate and ensure successful completion of various SDI offerings including webinars, online courses, and workshops. The role requires outstanding organizational, communication, and problem-solving skills, the ability to meet deadlines, and a welcoming attitude.

Responsibilities:

- Administer SDI's educational offerings, including cutting edge, fully interactive webinars and other opportunities (such as workshops and seminars) for members to engage in ongoing learning.
- Help design curriculum offerings.
- Collaborate and participate in the creation and maintenance of production schedules for projects together with other SDI staff.
- Work in collaboration with the Creative Team for store and advertising graphics.
- Establish and work within your budget, with a keen eye on the Return On Investment (ROI).
- Craft reports and present activities, outcomes, and metrics to executive management.
- Ensuring webinars, etc., are developed on-time and completed per schedule.
- Hosting webinars and workshops and providing technical assistance as necessary.
- Other tasks as required.

Qualifications:

- BA or MA in a relevant field, or equivalent experience required.
- Excellent written and verbal communication skills.
- High attention to detail.
- Working in an Educational environment or similar experience highly desirable.
- Proficient with computer skills: Microsoft Office (Required).
- Familiarity with Skype, or Zoom, WebEx, or similar is required (SDI uses Zoom extensively).
- Proven experience in project management.
- Excellent communications and organizational skills.
- Ability to take full responsibility for deliverables and meeting deadlines.
- Experience with staying within a budget.
- Ability to thrive on a small nonprofit team in an ambitious and contemplative environment.

- Professional and encouraging demeanor, able to work effectively as an individual as well as with a diverse, international team.
- Demonstrates excellent work ethic. Must be dependable, self-motivated, poised, and professional.
- Ability to work flexible hours, including some evenings and weekends.
- Background in spirituality and Spiritual Companionship highly desirable.
- Multilingual is helpful, but not required.

MISC Requirements:

- US Citizen or proof of authorization to work in the US.

Time, Location, Compensation, Application Instructions

Part-Time/Contract: TBD hours per week (Remote work possible)

Compensation: Depending on experience

E-mail the following:

- Cover letter, including your compensation expectations
- Résumé

Standard criminal background check will be conducted.

SDI is an equal opportunity employer. People from all backgrounds, ethnicities, gender identities, and spiritual orientations are strongly encouraged to apply. SDI is deeply committed to a diverse workforce.

Job starts immediately. No telephone calls.