

Ashbrook Center
Job Description
July 2022

Title: Teacher Programs Manager – West Coast

Reports to: Director of Teacher Programs

Position Description: Working with Teaching American History (TAH), the teacher programs manager will manage the expansion of one day seminars into new areas, coordinate the operations of these seminars in existing areas, and coordinate outreach to teachers in their area of geographic responsibility.

Responsibilities:

- Expansion and Recruitment (50%)
 - Establish and identify contacts in new school districts to set up one day seminars
 - Attend various national and state conferences to identify and establish relationships with state and district decision makers
 - Establish partnerships with these leaders in new areas to conduct programs
 - Conduct programs in these new areas
- Program Administration (45%)
 - Plan and implement yearly schedule of one day seminars with established school district partners
 - Basic program management including: coordinating the syllabus, catering, managing the marketing aspects, monitoring the registration process, etc.
 - Work with teacher programs coordinators and Ashbrook Ambassadors to see that programs in existing areas are covered as needed
- Graduate Program Liaison & Other Duties as Assigned (15%)
 - In coordination with graduate program staff, direct potential graduate students from various conferences and seminars to graduate program enrollment manager

Job Requirements

- Five years of high school teaching experience
- Proficiency with office and project software (Basecamp, Dropbox, Google Drive and its applications, salesforce, etc.)
- B.A. required; Master's degree in American history or politics preferred
- Ability and motivation to work remotely and independently