JOB DESCRIPTION

POSITION: Curriculum and Professional Development Director
STATUS: Exempt, Full time
SUPERVISOR: Vice President of Programs
LOCATION: Virtual, must reside primarily in continental U.S.

BACKGROUND
EarthEcho International is a nonprofit dedicated to building a global youth movement to protect and restore our ocean planet, a critical part of creating a sustainable and equitable future for all. Established by explorer and advocate Philippe Cousteau, Jr, in honor of his father, Philippe Cousteau Sr., and grandfather, legendary explorer Jacques-Yves Cousteau, EarthEcho’s mission is to build a global youth movement to protect and restore our ocean planet. We reach more than 2 million people in 146 countries, providing original education content, immersive training, leadership experiences, and active collaboration networks free of charge for youth and the teachers and community leaders who work with them. Our signature programs equip individuals and groups to identify local needs, develop plans, and take action starting in their own communities as part of a larger connected global network of changemakers.

THIS ROLE AT EARTHECHO INTERNATIONAL
EarthEcho International has an immediate opening for a Curriculum and Professional Development Director to develop ocean and environmental education resources for formal teaching and informal, self-directed learning by youth. We are seeking a self-directed manager with expertise developing high-quality learning materials both for youth to directly access virtually and for the instructor-led environment. An ideal candidate will be a creative individual who shares EarthEcho’s commitment to youth movement-building for a better future for all.

EarthEcho International’s Curriculum and Professional Development Director plays an essential role in the design, development, and delivery of innovative education modules for both formal learning, facilitated by teachers, and virtual learning, direct to youth, primarily on the topics of ocean science/policy, social entrepreneurship, sustainability/conservation, and youth leadership/development. This position leads the development, writing, and scaffolding of learning activities deployed through EarthEcho’s flexible learning management system and modelled through EarthEcho’s existing professional development workshops for educators.

EarthEcho operates two platforms for education where content will be deployed. The first is the EarthEcho Academy, a dynamic learning space for professional educators (formal and informal) to engage in professional learning with EarthEcho and our partners. The EarthEcho Academy supports educators working in middle grade (ages 10-14) classroom environments across the world with professional learning, a network of peers, and ready to use materials for their classrooms. EarthEcho’s Curriculum and Professional Development Director leads this program and the dynamic tools that support it. The second, direct to youth platform, is the OceanEcho Academy. The OceanEcho Academy will be a fully virtual series of courses allowing youth (ages 13-20) to gain skills needed to gain proficiency for EarthEcho’s youth leadership programs. While this program is still under development, the course content, assessments, and progress monitoring aspects will be heavily influenced by the experience of the Curriculum and Professional Development Director.
POSITION OVERVIEW
This is a permanent, full-time position. EarthEcho operates a fully remote office, thus some travel will be expected to carry out the duties of the position. Travel may exceed 20% FTE and be international depending on the needs of the position.

We seek a strong communicator and writer who can work independently to lead the design of suites of learning materials for EarthEcho’s various program streams. This work includes the following:

- designing educational materials in collaboration with EarthEcho’s staff and leadership, formal and informal educators, disciplinary experts, and EarthEcho’s youth leaders;
- writing educator-facing activity guides, lesson plans, implementation guides, and train-the-trainer materials; as well as digital activities scaffolded for self-guided learning;
- leading the management and production process to finalize all content with support from Vice President of Programs.

Program Design and Management
- Works with EarthEcho’s leadership to develop and execute a comprehensive annual operating plan for new curriculum content development, updating of existing curriculum resources, and working to provide opportunities to engage EarthEcho’s network of teachers with those opportunities.
- Collaborate with EarthEcho Online Communities Manager and Communications Manager to nurture EarthEcho’s existing community of educators and partners—including cohorts of EarthEcho Expedition educators:
  - Ongoing communication with that community of educators;
  - Incentivizing participation in that community of educators;
  - Development and support of a brand identity for that community of educators
- Define KPIs and execute against them in the building of the EarthEcho Teacher Academy:
  - Recruit, vet, and host educators for professional learning workshops both in-person and virtual for the EarthEcho Academy to drive implementation of curriculum in classrooms;
  - Support Assoc. Director of Youth Engagement and Partnerships and Online Communities Manager in the implementation of curriculum resources through the OceanEcho/Community Platform.

Strategic Partnership Management
- Collaborate with EarthEcho leadership to cultivate EarthEcho’s existing network of partners to identify new opportunities for expansion and/or engagement of these partners across EarthEcho’s suite of programs.

Operations
- Define and track success metrics for professional learning workshops and curricular materials; regularly communicate findings back to relevant teams within EarthEcho.
- Engage in professional development around communications and Justice, Equity, Diversity, and Inclusion initiatives that are a priority for EarthEcho.

Communications & Marketing
- Grow programmatic user base within a school-based market.
- In conjunction with EarthEcho leadership and Communications team, facilitate campaigns launching new Academy courses and new OceanEcho curricular resources and create projects, new, and supporting materials to promote EarthEcho’s curriculum materials both internally and in professional forums.
- Represent EarthEcho as a trainer/presenter/moderator for EarthEcho-hosted events and webinars, as well as industry conferences. Seek and manage promotional opportunities (conferences, etc.), and represent EarthEcho at those events.

QUALIFICATIONS
This position benefits from a background in marine or environmental science education or a background in corporate training programs. Successful candidates should demonstrate expertise in both developing educational materials, and facilitating their use through formal and informal educators as described below.
Essential Requirements:
- Must be authorized in the United States. EarthEcho International does not sponsor applicants for any kind of work visas;
- Minimum 5 years’ relevant experience, B.A. in education, curriculum development, or related field desirable;
- Extensive experience developing educational materials for middle-school level learners and/or adult learners – both audiences will be engaged;
- Experience creating professional learning for adult educators to become comfortable with deploying new and existing materials;
- Experience with a content authoring and course management system, preferably CourseArc, Moodle, and Google Classroom;
- Some experience creating accessible content and inclusive assessment tools;
- Proven ability to manage complex, time-bound work independently in a remote environment;
- Excellent written and oral communication skills;
- High energy, positive attitude, flexibility, and high degree of initiative;
- Dedication to a global, multicultural perspective to curriculum development;
- Guiding commitment to the power of youth collective action for change.

Preferred Skills/Experience:
- Science teaching (pedagogical content) knowledge for environmental/marine science through professional teaching, research, or science communications;
- Experience creating content for adult professional learners;
- Comfortable leading in-person and online instruction for teachers;
- Experience developing and working with content for multimedia products, including websites and apps;
- Supported or lead the design of materials with populations historically excluded in conservation efforts.

Who Will Thrive in this Role:
We are looking for more than just hard skills and experience; we are looking for colleagues who share our values and add value to the culture of EarthEcho International by:
- **Connecting to our mission.** Do you believe that a youth movement will provide the durability needed to build a more sustainable world?
- **Thriving on Innovation.** Do you love to problem solve and bring your own new ideas to life?
- **Demonstrate a Commitment to Justice, Equity, Diversity, and Inclusion in your work and life.** Do you understand that conservation and environmental work have historically and unjustly excluded communities, particularly BIPOC communities? Do you want to work with a team that centers social justice as essential to solving the challenges of a deteriorating ocean and climate?
- **Resourceful.** Are you able to work independently and develop potential solutions to overcome problems or limitations?

ADDITIONAL INFORMATION
- EarthEcho International is an Equal Opportunity Employer.
- Salary is in the $75,000 range, commensurate with experience.
- EarthEcho offers a competitive benefits package, including payment of full medical, dental, and vision premiums and reimbursement toward full deductible.
- EarthEcho International requires its employees to be fully vaccinated and up to date with their COVID-19 vaccines unless they are approved for an exemption as allowed under federal and applicable state law. Unless approved for an exemption, new hires must provide proof of COVID-19 vaccination at the time of hire, and offers of employment will be contingent on compliance with EarthEcho International’s COVID-19 vaccination policy. Any documentation received is treated confidentially in accordance with applicable law. A copy of EarthEcho International's COVID-19 vaccination policy will be provided to individuals to whom offers of employment are made.
TO APPLY
Please send the following materials to jobs@earthecho.org with “Curriculum and Professional Development Director” in the subject line:

1. Cover letter describing your interest in this position and salary requirements;
2. Resume or curriculum vitae;
3. One page (or less) narrative description of your most relevant prior experience in developing, modifying, and/or implementing high quality instructional materials either in a formal or informal learning environment. This can be environmental/marine science related or other disciplines;
4. If available, please include a sample of or link to instructional materials on which you had a significant role in the writing or development. Please limit any sample to 10 pages and include both instructor and student facing elements if available.

THE DEADLINE TO APPLY IS MONDAY, JUNE 13, 2022.

All applicants should receive a response email acknowledging receipt of their application materials.