



COMMUNITY OUTREACH SPECIALIST

Flexible opportunity, with growth potential, ideal for a graduate student in education or a similar field who wants to get to know Washington, DC schools.

Center for Inspired Teaching is looking for a dynamic self-starter to help us share our exceptional resources and professional learning opportunities with teachers and schools in the Washington, DC region.

For 28 years we have helped educators remodel their teaching approach to increase student engagement. In a rapidly evolving world, schools need to find ways to ensure the learning in their classrooms keeps pace with societal changes – and that means cultivating critical thinking and tremendous imagination in students. This is what Inspired Teaching teaches teachers and school leaders to do.

We have a full year of scheduled programming for teachers, weekly online publications and a quarterly newsletter, a robust social following, and a loyal community of hundreds of teachers who have participated in our professional development. We seek a Community Outreach Specialist to help us build and nurture our network with on-the-ground promotion and outreach for Inspired Teaching's programming and resources. Inspired Teaching offers nationwide programming, however, this role will focus on the DC region specifically.

This is an independent contractor position that requires availability during the school day with occasional evenings and weekends. The position pays \$500 per month and is expected to require 25-30 hours per month. **The position begins as soon as possible and requires regular travel via a personal vehicle.**

Responsibilities

- Assist Director of Teaching and Learning with program promotion and outreach supporting Inspired Teaching events and workshops. This includes:
 - Identifying appropriate school leader and other contact information for email and phone outreach
 - Regular in-person visits to schools within the District

- Educating teachers and school leaders on Inspired Teaching programming and resources
- Connecting appropriate staff members to relevant marketing and educational materials
- Identifying professional development and/or student programming partnership opportunities for follow-up with the Director of Teaching and Learning
- Attend occasional community events as a representative of Inspired Teaching and facilitate tabling activities
- Identify communications and promotions needs and opportunities, in collaboration with the Communications and Marketing Specialist
- Potential to grow role and learn how to facilitate Inspired Teaching's improvisation-based professional development
 - Support the facilitation of the 2024 Summer Fellowship Institute in Washington, DC in June, as well as our regularly scheduled professional development programming throughout the school year

Skills & Experience

- Excellent communication skills with demonstrated public speaking or sales experience
- Ability to work closely with a variety of people, including teachers and principals, community partners, and Inspired Teaching team members
- Demonstrated experience working independently in an unstructured environment, as well as part of a team
- Interest in and understanding of issues in PreK-12 education. Teaching experience a plus
- Experience with Google Suite
- Willingness to travel around the DC region and access to a personal vehicle is a must as this role requires regular travel. Inspired Teaching will reimburse travel expenses.

Center for Inspired Teaching is an equal opportunity employer. We deeply value diversity and are committed to creating an inclusive environment for all team members.

Applications are accepted and reviewed on a rolling basis. Please email your resume and cover letter to Michelle Welk at: michelle@inspiredteaching.org