

Director of Education

Proficiency Required: Able to coordinate with potential instructors (members and non-members) to lead classes, special interest groups (SIGs) and workshops. Able to coordinate with facility hosts to schedule rooms. Proficient using blast email, a word processing program, Excel (or equivalent spreadsheet program), and able to transfer documents to pdf format. Can back-up files to a flash drive.

SPECIFIC DUTIES and OBJECTIVES

- Encourages and locates members to share their knowledge with other members.
- Works with board members to create surveys that will provide information about what the SAGS membership is looking for in educational opportunities, separate from monthly membership meetings.
- Works with board and membership to develop education events, including SIGs, workshops, webinars, etc.
- Works with education event facilitators to schedule and manage the education events.
- Works with Publicity team to promote SAGS education events outside the organization.