

## **Education Director Position Description**

**Purpose:** The Education Director is responsible for coordinating ASDAH educational outreach through webinars and blog posts.

**Time commitment:** 15-20 hours per month on average

### **Position Responsibilities:**

- Plan, manage, and coordinate educational webinars aligned with ASDAH's mission, vision, and values
- Develop and implement guidelines and protocols for webinars
- Review proposals in order to update and maintain the webinar schedule.
- Maintain Continuing Education requirements and documentation
- Curate and edit content for the ASDAH blog
- Facilitate the revisioning process of the HAES curriculum
- Remain up to date on digital and webinar technologies

### **Desired Qualifications:**

- Exceptional writing and editing skills
- Excellent verbal and written communication skills
- Ability to multitask while still paying attention to detail
- Experience interpreting and translating data and research for the general public
- Experience in curriculum development
- Experience in blog coordination is strongly preferred, but not required