



Education Director

Equality Loudoun

DETAILS

- Location: Loudoun County, VA
- Date: March 2023 - March 2025
- Salary Range: Volunteer
- Travel: Local and occasional regional travel
- Reports To: Executive Director
- Application Deadline: Not Open

ABOUT US

Equality Loudoun is a non-profit organization that advocates, educates, defends, and builds community to support LGBTQ+ equality in Loudoun County. Equality Loudoun envisions an inclusive community where LGBTQ+ people and other marginalized groups are fully embraced by active allies and can live safely and openly.

THE OPPORTUNITY

Education is at the core of Equality Loudoun's mission, making this a critical role in the organization. The Education Director (EduD) for Equality Loudoun is responsible for all aspects of the Equality Loudoun Education Program including developing workshop content and deliverables, conducting training, soliciting vendors for educational opportunities, generating educational graphics, presenting prepared materials with stakeholders and local organizations, overseeing the selection committee and solicitation process for the Equality in Education scholarships, overseeing the solicitation for the Safe Zone School Grants, overseeing a team of volunteers to support the Education Program, and coordinating with involved stakeholders throughout the County to underscore the importance of LGBTQ+ awareness and education in promoting acceptance, diversity, and inclusion.

RESPONSIBILITIES

STAFFING: The EduD is responsible for overseeing the work completed by their team of volunteers to ensure it is done in a timely, consistent, and professional manner.

ADMINISTRATION: The EduD is responsible for managing all digital platforms, software, and physical inventory supplied to ensure mission work is successfully completed.

COMMUNICATION: The EduD is responsible for communicating with the Executive Director about the status, deadlines, opportunities, and availability of the Education Program, its volunteers, and its capacity.

PROGRAMMING: As part of the core mission, the EduD is responsible for:

- **Content generation:** Generating 5-6 unique educational training sessions per year
- **Presentation:** Providing both in-person and virtual presentations for stakeholders on an average of 2-3 times per month.
- **Networking:** They shall network and solicit opportunities for training that help provide key funding to the mission as well as provide core mission execution by creating more inclusive and aware partners, agencies, organizations, and community groups throughout the county.
- **Scholarships:** The EduD is also responsible for overseeing the Equality in Education scholarship program, which oversees the application process, selection committee, review, announcement, and distribution of scholarships to eligible candidates.
- **SafeZone:** The EduD is also responsible for overseeing the Safe Zone Schools program, which distributes educational materials, SafeZone decals, and grants to key educational partners to create a more inclusive environment in Loudoun County.

REQUIREMENTS

- Demonstrated allyship to/advocacy for the LGBTQ+ community
- Extensive experience in education including curriculum development and implementation
- Demonstrated ability to work independently
- Excellent presentation skills
- Experience setting and achieving strategic objectives
- Strong written and verbal communication skills
- Ability to recruit and work with diverse groups of people
- Wide array of skills with digital platforms
- Ability to learn quickly and demonstrate capability
- Demonstrate attention to detail and self-review
- Positive attitude, creative, mission-driven, self-directed
- Live in Loudoun County, VA

DETAILS

- Part-time volunteer position 5-10 hours/week. There are no employment benefits.
- Work-from-home position with periodic visits to program sites and events within Loudoun County, VA
- Job Type: 2-Year Appointment
- Benefits include a flexible schedule and high degree of community involvement