

# WINGS OF HOPE EMPLOYMENT OPPORTUNITY

TITLE: Education Programs Manager

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Reports to: Director of Programs and Evaluation  
Prepared by: Angela Walleman angela.walleman@wingsofhope.ngo

August 2023

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## SUMMARY:

Wings of Hope is a nonprofit organization that changes and saves lives through the power of aviation. The Education Programs Manager is responsible for Wings of Hope education programs which strive to increase equitable access to aviation education.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

- Embraces the mission, vision, and culture statement of the organization.
- Leads and manages the SOAR into STEM program while strengthening the curriculum. Must be available to lead program on scheduled Saturdays.
- Secures mentors and guest speakers for STEM programming.
- Manages and strengthens internship and camp programs.
- Conducts program evaluation to better understand program outcomes and modify program design for improved learning.
- Manages the expansion of the SOAR into STEM program through the Trainer-of-Teacher model.
- Implements Wings of Hope educational outreach, including promotion of educational programming at partner institutions, school visits and group tours.
- Manages partnerships and communications with strategic partners such as school districts, universities, and other humanitarian organizations.
- Creates a SOAR into STEM alumni network through improved communications via LinkedIn, surveys, newsletters, etc.
- Assists in providing information and data for the purposes of grant development and reporting.
- Creates an engaging and safe atmosphere for students.

## EDUCATION AND/OR EXPERIENCE:

- Education degree, teacher training, and/or teaching experience required, teachers pursuing a degree in education will also be considered for this position;
- Fluency in computer literacy including Microsoft office;
- Ability to manage volunteers;
- Prior experience in managing events;
- Prior experience in serving historically underserved youth preferred;
- STEM related or aviation related experience preferred;
- Ability to establish and maintain cooperative and effective working relationships with others;
- Ability to communicate effectively orally and in writing;
- Proven ability to report to work on a regular and punctual basis;
- Must be willing to complete and pass a Criminal Background Screening;
- Must be willing to complete Diversity, Equity, and Inclusion training.

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**COMPENSATION:**

The Education Programs Manager position is a grant-funded full-time (40 hours/week), salaried position reporting directly to the Director of Programs and Evaluation.

Employee benefits, retirement savings plan and professional development opportunities are available. Salary range is: \$50,000 - \$60,000 annually.

**TO APPLY:**

Qualified candidates are asked to submit a cover letter and resume via email to Angela Walleman, Director of Human Resources at [angela.walleman@wingsofhope.ngo](mailto:angela.walleman@wingsofhope.ngo). Please put "Education Programs Manager" in the subject line. Interviews to begin in August 2023.

Wings of Hope is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, sexual orientation, gender identity/expression, national origin, age, disability, marital status, veteran status or any other protected status. This policy applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination.

**Angela Walleman, Director of Human Resources**  
**[angela.walleman@wingsofhope.ngo](mailto:angela.walleman@wingsofhope.ngo)**