

Advert Education Officer/Project Manager

Together for Humanity Foundation

**Education Officer/Project Manager 3 days PW-2008**

Together for Humanity, an interfaith partnership dedicated to anti-prejudice and values education program in schools, is seeking an energetic experienced educator and leader to assist in the implementation and development of our educational program. This is a Queensland based position.

Duties of the role to include:

- ◆ Reviewing quality of School workshops content and feedback from schools
- ◆ Writing/revising Educational materials for teachers and students and related policies
- ◆ Project Management: Tracking activity progress against set milestones and delegation of tasks to volunteers and staff.
- ◆ Organising booking of schools, assigning appropriate staff/volunteers to schools
- ◆ Communicating with teachers and principals about educational activities
- ◆ Design of training program for Educational workshop facilitators

The successful applicant will have

Teaching experience and an Education Degree. Experience in education, leadership, writing skills, organisation in the non-profit sector, initiative and creativity.

A related degree in project management or related experience would be an advantage.

Remuneration (prorated) commensurate with experience.

Written applications to be sent to:

Together for Humanity

e-mail [zalman@togetherforhumanity.org.au](mailto:zalman@togetherforhumanity.org.au)

Locked Bag 2, Strawberry Hills, NSW 2012

Closing date Wednesday 17 January 2008