Title: Education Manager  
Supervised by: Director of Organizing

**Job Summary:** The Education Manager champions the implementation of school-based transformation across Vermont. This position develops, maintains, and tracks partnerships with K-12 schools across the state, designs and assesses curriculum and relevant policies, and creates training plans that further hope, equity, and power for LGBTQ+ youth. The Education Manager has a strong focus on helping adults build the skills and knowledge needed to leverage their roles in school-based change efforts, as well as broader transformation efforts within local communities and systems. Uplifting youth power and voice in support of LGBTQ+ youth is core to our efforts, organization-wide.

This position is situated within our Transforming Department, a highly collaborative team which steers Outright’s social change work in Vermont.

**Key Function: Educational Partnerships**
- Develop and maintain relationships with schools and districts across the state, supporting our regional priority strategies.
- Create outreach and learning strategies for long term educational partnerships. This includes conducting needs assessments and evaluations to measure impact and efficacy.
- Maintain pertinent records related to educational partnerships both in our database and through other analog and digital platforms as necessary.
- Work with Outright-involved youth across the state, youth leaders within the GSA Network, and families and caregivers to develop and implement strategies for cultural change work in schools and communities.

**Key Function: Training and Facilitating**
- Deliver consistent, recurring, and progressive experiential learning in school systems with key stakeholders: youth, families, faculty, staff, and partner organizations.
- Develop youth-forward learning designs. Create opportunities for youth leadership and input in training content and delivery.
In collaboration with the Education and Leadership Coordinator, ensure high quality relevant and impactful online training offerings are available. This includes: content development from outline to finished product, contract negotiations with educational partners, and interfacing with learning management systems.

On a semi-annual basis, assess and improve upon training and facilitation strategies, ensuring these efforts are woven into broader culture change strategies in schools.

**Key Function: Community Outreach and Engagement**

- In collaboration with the Director of Organizing, develop and implement response strategies to incidents of harm and structural violence within schools and districts.
- Create strategies and assessments to track the progress of education and training partnerships in Outright’s organizationally-identified priority areas, and target strategic interventions in those regions.
- Support strategic organizational relationships, networks, and collaborations key to implementing strategies for change by participating in grant and stakeholder meetings, joining relevant task forces, and supporting communities of practice– including state, anti-violence, youth worker, and educational change networks.

**Key Function: Organizational and Administrative Duties**

- Maintain up-to-date collection, evaluation, analysis, and reporting of data on all education and training partnership initiatives.
- Capture relevant stories and impact statements from program participants to support organizational storytelling and communications strategies.
- Assess and maintain Outright’s power map; track incidents of harm, allies, and movement stakeholders across the state in schools and communities.
- Create professional level written and verbal communications, internally and externally.
- Assist with other organizational duties, as assigned.

Outright Vermont, the statewide youth organization working to build hope, equity, and power with queer and trans youth, is hiring! We’re looking for a full time Education Manager to work in our Burlington office and travel around our mighty state connecting with LGBTQ+ youth leaders. Outright is an
organization that does not give up or back down from furthering our work as a queer, feminist, anti-racist organization. If that sounds like the team for you, apply today! Interested folks please email a cover letter and resume to hiring@outrightvt.org.

This role requires a minimum of 2 years of relevant experience (or a combination of education and experience).

The ideal candidate will have...

- Experience with facilitation, particularly in education settings.
- A high level of comfort with collaboration, both internally with colleagues and externally with education partners.
- An understanding of longer-term culture change processes in community and/or school settings.
- Experience working with youth, ideally in leadership development, social change, and/or school settings.
- A sense of adventure and desire to be part of a dynamic team bringing youth into the center of the work.

**Compensation and Benefits**

Salary range: $45,00-$49,500. This is a full time, 35-hour per week role. This position requires reliable transportation and will involve travel throughout Vermont at all times of the year. During several key programming times it will require time in the evenings and weekends. We offer a comprehensive benefit package, including:

- Fully paid health insurance; Employee-contributed dental insurance; Life insurance
- 403(b) retirement plan with 2% salary match
- Cell phone stipend
- 10 vacation days in year one
- 10 days paid Gaycation when our offices fully close each summer
- 13 paid holidays; 3 personal days; 9 sick days
- And other opportunities such as professional development funds each year, tuition reimbursement, 2x year staff retreats, family leave, and sabbatical!