



Position Description

Position: Professional Development Contractor

Organization: Engineering for US All (e4usa)

Location: Hybrid

Contract Type: Independent Contractor

Duration: Variable 6-12 months

About the Organization:

Engineering for US All (e4usa) is a forward-thinking initiative dedicated to expanding access to high-quality engineering education and fostering a diverse and inclusive engineering workforce. We aim to transform the landscape of engineering education by equipping educators with innovative tools and strategies to inspire and prepare the next generation of engineers.

e4usa is an equal opportunity employer and is committed to creating a diverse and inclusive workplace. e4usa is a non-profit organization. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Job Summary:

We are seeking highly skilled and motivated Professional Development Contractors to design and/or deliver professional development programs for educators within the e4usa framework. The ideal candidates will have a deep understanding of engineering education, excellent facilitation skills, and a commitment to promoting equity and inclusion in the field of engineering.

Key Responsibilities Could Include:

- Needs Assessment:
 - Collaborate with e4usa stakeholders to identify professional development needs for educators.
 - Analyze current trends and challenges in engineering education to tailor programs effectively.
- Program Design:
 - Develop comprehensive professional development content and materials focused on enhancing engineering instruction.
 - Create engaging and interactive workshops, webinars, and training sessions that address identified needs and incorporate best practices in pedagogy.
- Delivery:
 - Facilitate professional development sessions both virtually and in-person as required.
 - Employ innovative teaching methods and tools to maximize participant engagement and learning outcomes.
- Evaluation and Feedback:
 - Design and implement evaluation tools to assess the effectiveness of professional development programs.
 - Collect and analyze feedback from participants to continuously improve program content and delivery.

- Collaboration:
 - Work closely and communicate frequently with e4usa's team and other contractors to ensure alignment with organizational goals and objectives.
 - Participate in regular meetings and contribute to planning discussions.
- Documentation:
 - Maintain thorough documentation of program content, participant feedback, and assessment results.
 - Prepare reports and presentations as required to communicate program outcomes and insights.

Qualifications:

- Bachelor's degree in related field. Advanced degree in Engineering, Education, or a related field preferred.
- 3+ years of experience in designing and delivering high-quality engineering professional development to educators with varying prior engineering teaching experience.
- Proficient with virtual learning platforms and educational technology tools.
- Strong willingness to work collaboratively with others.
- Excellent interpersonal and communication skills, including the ability to negotiate and build relationships with internal members and external partners.
- Strong project management skills, including the ability to manage multiple projects simultaneously and meet deadlines.
- Excellent presentation skills and ability to deliver compelling presentations.
- Adapts to changing priorities and new situations with grace, ease, and efficiency.
- Takes pride in work, celebrates success, and has fun with a close-knit team.
- Demonstrated commitment to diversity, equity, and inclusion in educational settings.

What we offer:

- A chance to be part of a groundbreaking initiative that is shaping the future of engineering education.
- A collaborative and supportive work environment.
- Competitive compensation.
- Opportunities for professional growth and development.

Anticipated compensation: Compensation will vary based upon the project.

Anticipated start date: The anticipated start date would be ideally November 1, 2024.

All interested applicants should contact the Director of Professional Learning Dr. Jennifer Kouo at professional-learning@e4usa.org and submit the following:

1. Cover Letter
 - a. In your cover letter, please inform us about your desired start date and what percentage of your time you might wish to work with e4usa.
 - b. Please also share whether you would like to design and/or deliver professional development.
2. Your CV or resume.

3. 1-2 Examples of professional development content you have created and delivered.