

Director of Education Position Description

Position Description:

The Director of Education is responsible for providing strategic leadership on the activities and decisions of the Education Department. This responsibility is achieved by advising and providing counsel to the Board of Directors and the Manager of Birth and Postpartum Training, ensuring DONA International's Mission and Vision are central in the functions of the Education Department. The Director of Education supports communication between trainers, the Board of Directors and the Manager of Birth and Postpartum Training, ensuring input, feedback and two-way communication is received. The Director of Education sits on the board with voting rights.

Major Responsibilities and Duties of the Position:

- Provides advice and counsel to the Board of Directors on the strategic needs of the Education
- Department Provides advice and counsel to the Manager of Birth and Postpartum Training on:
 - Achieving the strategic goals for each of the five key functions of the Education Department: Workshop Development, New Trainers, Continuing Education, Trainer Enrichment and Trainer Compliance
 - Soliciting trainers' needs, input and feedback
 - Communicating Education Department results (workshop participant numbers and other key reporting metrics) with the Directors of Certification and Membership
- Chairs the Education Committee to ensure DONA International's Mission and Vision, and the Board of Directors' strategic goals, are central in all Education Department actions and decisions
- Provides advice and counsel to the Manager of Birth and Postpartum Training on recruiting Committee Chairs and members for the five working Education Department Committees
- Collaborates with the Director of Certification to ensure the Education Department products meet the needs of certifying birth and postpartum doulas
- Communicates regularly with the Membership Directors about the number of workshops held and participants completing workshops in that Director's region each month
- Works with the Annual Conference Committee Chair, sits on the Annual Conference committee, provides input on conference speakers and topics for annual conferences

Reports to:

Members
Board of Directors

Position Qualifications

- DONA certified doula in good standing for one full recertification period
- Preferred DONA-Approved Trainer in good standing
- Experience, knowledge, training and facilitation skills in the areas of birth equity, cultural diversity, cultural awareness, and/or cultural humility is required
- Experience, knowledge in curriculum development and continuing education
- Dual Birth and Postpartum doula certification is a plus
- Committee leadership experience preferred

BOD Original Approval: No record

Last Revised: 09/19

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- Experience with curriculum development and review
- Excellent organization and communication skills
- Technically proficient and able to use a variety of cloud-based platforms for organizing documents and group communication
- Commitment to serve

Duration of Term:

One (1) - three- (3) year term, non-renewable, except for a presidential term

Time Needed (Per Week):

Variable according to current projects: 10 +/- hours, dependent upon the cycle of activities

Application Procedure:

1. A resume or curriculum vitae
2. A one (1) page letter of intent, which covers the applicant's goals for the position, demonstrates a working knowledge of the time commitment and responsibilities of the position; expresses a desire to serve DONA International and explains why the applicant is the right person for the position
3. Reference phone and email contact information for three (3) people who can attest to the applicant's qualifications
4. Disclosure of any potential conflicts of interest should be made with application by completing the Conflict of Interest and Disclosure forms

[Apply Here](#)

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