

## Director of Education

**Reports To:** Executive Director of Institutional Strategy & Culture

**Direct Reports:** Volunteer Education Specialists

**Commitment:** Up to 30 hours per week

**Location:** Remote

**FLSA Status:** Non-Exempt (hourly)

### Mission & Role Summary

The Education Director is responsible for designing, developing, and executing all internal training and external education programs for Compass IGG & Advocacy. This role is the guardian of professional standards, ensuring that all staff and volunteers maintain the highest levels of expertise and ethical practice. The Education Director oversees all curriculum and develops rigorous volunteer assessment exams for potential volunteers. Working closely with the Executive Director of Institutional Strategy & Culture, the Director will also develop strategic external programs to educate agency partners, the genetic genealogy community, and the public on what Investigative Genetic Genealogy (IGG) is and how it helps resolve cases of unidentified missing persons. The Education Director is a vital member of the management team dedicated to ethically advancing the mission of resolving unidentified missing persons cases.

### Key Areas of Responsibility

#### Internal Training & Continuing Education

- Design, build, and manage a comprehensive curriculum for the continuing education of all IGG volunteers, ensuring ongoing proficiency in genealogical methodology, ethical standards, and data security.
- Collaborate with the Executive Director of Institutional Strategy & Culture (EDISC) and other Executive Directors to develop training modules for all paid staff, including topics like HR policy, security protocols, and organizational culture.
- Oversee the training and coordination of the Volunteer Education Team, ensuring they deliver consistent and high-quality internal training sessions.

## Assessment and Compliance Management

- Develop rigorous assessment exams and evaluation criteria for all potential volunteers (especially IGG volunteers) to ensure candidates meet the minimum required competency before assignment.
- Maintain meticulous records of all staff and volunteer training compliance and assessment scores.
- Regularly report training compliance statistics to the EDISC.

## External Education Program Development

- Develop and execute external education programs and presentations aimed at critical partner audiences:
  - Agency Partners: IGG Training for law enforcement, medical examiners, and coroner offices.
  - Genetic Genealogists: Educational resources focused on professional standards and ethical use of IGG data.
  - General Public: Accessible materials and presentations explaining what IGG is and how it helps.
- Work closely with the Director of Advocacy to ensure educational resources support the families of long-term missing people.

## Content Creation and Management Collaboration

- Select appropriate delivery methods (e.g., webinars, online courses, written guides) and ensure all materials are accurate and engaging.
- Serve as a member of the management team, attending regular meetings to report on training status and align educational goals with operational and advocacy strategies.

## Qualifications & Experience

- Progressive experience in developing, implementing, and managing educational programs, adult learning, or professional training, preferably in a technical or forensic field.
  - Demonstrated expertise in curriculum development or the development of objective assessment exams.
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- Experience with Google Classroom or Zoom Webinars is preferred.
- Strong subject matter knowledge in or the ability to rapidly assimilate complex information related to investigative genetic genealogy and data ethics.
- Excellent public speaking and presentation skills.
- Commitment to the mission of Compass IGG & Advocacy.
- Security Mandate: Must have access to a reliable, private internet connection and a personal computer that is password protected and not shared with others.
- Must be eligible to work in the US.
- Vetting & Final Offer: All offers of employment with Compass IGG & Advocacy are strictly contingent upon the successful completion of a comprehensive background check.

## Compensation and Benefits

- Compensation: \$30.00 - \$35.00 per hour (based on experience), for a commitment of up to 30 hours per week
- Employee Assistance Program
- Paid sick leave