

Education Specialist

Reports To: Education Director

Commitment: Flexible; determined in coordination with the Education Director (Estimated 5 hours per week)

Location: Remote

Status: Volunteer (Uncompensated)

Mission & Role Summary

The Volunteer Education Specialist is a vital member of the Volunteer Education Team, responsible for assisting the Education Director in designing and developing compelling, high-quality educational content. This role directly supports the organization's mission by helping to ensure staff and volunteers maintain the highest levels of expertise and ethical practice by educating external partners and the public.

Key Areas of Responsibility

The Education Specialist will focus on supporting the execution of educational content across both internal training and external outreach programs:

Content Creation & Production:

- Develop educational videos and other engaging multimedia content for internal training and external outreach.
- Design and format educational materials (e.g., presentations, written guides, infographics) for delivery via platforms like Google Classroom, social media, or other organizational channels.
- Assist in creating materials for the continuing education of IGG volunteers on topics like genealogical methodology, ethical standards, and data security.

Program Support & Implementation:

- Aid in the preparation and logistics for internal training sessions delivered by the Volunteer Education Team.
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- Support the creation of materials for external education programs aimed at agency partners (law enforcement), the genetic genealogy community, and the general public.
- Assist with the development and delivery of content for volunteer practicum programs.

Quality Assurance:

- Review and proofread educational resources to ensure accuracy, clarity, and consistency with Compass IGG & Advocacy's professional standards.

Requirements & Vetting

- **Security Mandate:** Must have access to a reliable, private internet connection and a personal computer that is password protected and not shared with others.
- **Vetting:** The offer to serve as a Community & Engagement Specialist Volunteer is strictly dependent on the candidate successfully passing a background check.
- **Confidentiality:** Must adhere to strict confidentiality agreements regarding sensitive case information.

Qualifications & Desired Attributes

- Experience in content creation, technical writing, instructional design, or multimedia production is highly desirable.
- Proficiency with video editing software, presentation tools (e.g., Google Slides, Google Classroom).
- Strong communication skills and meticulous attention to detail.
- Ability to rapidly assimilate complex information related to investigative genetic genealogy (IGG).
- A strong commitment to the mission of Compass IGG & Advocacy.