



## Education Manager Job Description

### Joseph Maley Foundation

Joseph Maley Foundation is committed to celebrating differences and cultivating an inclusive community through education and service of youth in Greater Indianapolis. Since our founding in 2008, we have served over half a million youth in our community.

Joseph Maley Foundation partners with schools and organizations to educate youth in preschool through high school about vital disability awareness and mental health awareness topics. The Foundation steadfastly believes that celebrating what makes each of us unique and prioritizing mental health are essential to growing up in today's world. By teaching youth to honor their own well-being and champion the differences in others, we build a stronger, more inclusive community.

### Education Manager Responsibilities and Qualifications

The Education Manager will primarily work with schools in the Greater Indianapolis area to schedule, plan, and implement Joseph Maley Foundation's educational programs. The Education Manager will also work with seventh and eighth grade students who present puppet shows about disabilities and wellness to local schools. Additionally, the manager will work with the Foundation's Education and Communications teams, community partners, and speakers to coordinate live program elements.

Education Manager Responsibilities (approximately 20 hours/week):

- Develop and steward relationships with current program partners, facilitate proposal and planning processes
- Identify and develop new school and community partnerships
- Analyze program feedback to revise and enhance program curricula and live element implementation

Applicants need to have:

- A commitment to the mission and values of our organization
- Excellent written, presentation, and verbal communication skills
- Strong organization, technology, time-management, and problem-solving skills
- High comfort level presenting in a variety of group settings

Experience with program management and sales is valued. Knowledge of and experience with teaching, special education, and/or working with children are beneficial.

This is a part-time position with an estimate of 20+ hours per week (hours may vary depending on program needs). Limited weekend and evening hours may be required. Compensation is hourly. Benefits include flexible scheduling, paid time off, and hybrid on-site/remote work. Joseph Maley Foundation embraces a culture of continuous learning and professional growth. As a growing nonprofit, opportunities for advancement within the Foundation are reviewed annually.

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To inquire about this position, please contact Vivian Maley, Co-Founder and Executive Director, at [vmaley@josephmaley.org](mailto:vmaley@josephmaley.org).