

## POSITION DESCRIPTION

Job Title: **Outreach Educator/Trainer**

Date: July 20, 2008

Reports to: **Director of Education**

As Needed/Non-Exempt

Purpose of Job: To represent the Dibble Institute before large groups and with individuals at educational conferences and trainings to present 1) the case for marriage, 2) the need for youth marriage education and, 3) resources to help young people learn relationship skills. To study, analyze, and develop new markets.

### **MAJOR DUTIES AND RESPONSIBILITIES (Essential Functions):**

1. Performs educational outreach for the Dibble Institute at conferences. Presents workshops and manages the exhibit booth at meetings and conferences.
2. Develops and presents workshops and trainings.
3. Researches existing and new markets. Analyzes and reports conference results.
3. Makes own travel arrangements: Reserves and purchases flights and hotels.
4. Keeps good financial records. Submits receipts for reimbursement, forwards orders and payments, and faxes sign up sheets.
5. Other duties as assigned.

### **REQUIRED KNOWLEDGE AND ABILITY:**

1. Committed to the Marriage Movement and knowledgeable about current research in the marriage field. Able to articulate the case for youth marriage education.
2. Prior successful teaching experience with either the Connections or Love U2 programs.
3. Advanced degree (i.e. teaching credential, masters or doctorate) in Family and Consumer Science (FACS) or Family Life Education. FACS classroom experience a plus.
4. Able to train professionally and speak persuasively before large groups and in one-to-one situations. Prior sales experience a plus.
5. Works independently and organizes projects with a minimum of supervision.
6. Willingness to travel by car and plane. Overnight travel required.
7. Valid driver's license and current auto insurance.