

Economics Arkansas
Program Coordinator Job Description
(May 2019)

Job Summary

Promote, facilitate, and present economic education training programs for educators and students in Arkansas PreK-12 schools and out of school programs. This is a full-time, year-round position based at the Economics Arkansas office in Little Rock. Frequent in-state travel required.

Job Description

- Schedule, coordinate and deliver in class lessons to students related to free enterprise around the iNSPIRE curriculum. The Program Coordinator is expected to spend 75 school days in the classroom leading high school students through the iNSPIRE curriculum.
- Facilitate, coordinate and lead professional development trainings and conferences during the day, evening and summer for teachers and informal educators
- Coordinate correlations of economic education curriculum tied to Arkansas frameworks
- Create and adapt instructional materials
- Respond to requests from educators requesting materials and answering content specific questions
- Oversee and assist with other EA-specific programs like teacher grants and the Personal Finance Challenge and other student competitions

Preferred Qualifications

- Current (or former) certified educator in elementary or secondary education
- Has been a participant in Economics Arkansas economic education workshops or programs
- Has demonstrated enthusiasm and excellence as it relates to the topics of the free enterprise system, economics and personal finance
- Has participated in successful staff development presentations related to the topics of the free enterprise system, economics and personal finance
- Ability to travel and work flexible hours, which could include weekends and evenings
- Excellent written, verbal and relationship skills
- Ability to multi-task; high initiative and creativity
- Fulfills these and other duties which support efforts to achieve Economics Arkansas' goals

Competitive salary commensurate with experience. Benefits available.

Résumés can be sent to marsha@economicsarkansas.org. Deadline to submit is Friday, May 24th.