

**Washington Ethical Society  
Director of Lifelong Learning**

***Position open until filled, Spring 2020***

The Washington Ethical Society (WES) is a humanist congregation that affirms the worth of every person. Our community has a stated commitment to anti-racism and anti-oppression work, and we bring those values into our workplace. We seek to create a staff whose diversity reflects our neighborhood and city. All successful candidates must be willing to support and promote our [Statement of Purpose and Congregational Ends](#).

**Reports to:** Senior Leader

**Directly Supervises:** SEEK Assistant, Teen and Coming of Age Coordinator, Nursery Caregivers

**Status:** Full Time

**FLSA:** Exempt

**Salary and Benefits:** We offer salaries within the [UUA Salary Guidelines](#) for Geo Index 5, Midsize II, (pro-rated), depending on experience. We also offer paid time off (including study leave), insurance benefits, and a 10% contribution to 401k.

**To Apply:** Applications will be received until the position is filled. In addition to sending your cover letter and resume to [amandap@ethicalsociety.org](mailto:amandap@ethicalsociety.org), please also complete the WES standard [job application](#).

The Director of Lifelong Learning is an integral member of staff, overseeing the educational mission of the Washington Ethical Society for both children and adults. They provide direction for this programming and ensure its excellent functioning. In partnership with the Senior Leader, they create an educational life at WES that is in alignment with WES' overall Statement of Purpose and Ends.

**Essential Functions:**

- Work with the congregation to shape and communicate a vision for education and personal growth at the congregation.
- Align educational programming with Congregational Ends.
- Ensure an excellent Sunday School experience for children and teens by working with volunteer teachers and paid nursery staff. Oversee the creation and assembling of content for classes.
- Work with the Senior Leader, Adult Education Team, and other staff and volunteers to support adult education programming.

- Lead, motivate, and supervise volunteer teachers in fulfilling the congregation's educational vision, and support and lead the Sunday Ethical Education for Kids (SEEK) Team and Adult Education Team in holding that vision.
- Hold responsibility for the daily operations of the education programs.
- Provide a non-anxious, pastoral presence throughout the congregation, particularly with the Sunday School families.
- Support and connect with the children and teens in the congregation.

### **Other Responsibilities:**

- Participate fully as a vital member of the staff team.
- Develop relationships throughout the progressive religious and secular education communities.
- Maintain and nurture relationships with the American Ethical Union, the Unitarian Universalist Association, and other relevant institutions.

### **Minimum Qualifications:**

- BA in related field or equivalent experience
- Demonstrated leadership, administration, and visionary skills
- Experience in congregational setting

*If you are unsure whether you meet the minimum qualifications, but have a passion for the work and position, please reach out and talk with us!*

### **Physical Requirements:**

- Able to move freely in and out of different small group and large group settings (classrooms, congregation building, businesses)
- Able to speak in a public forum

### **Core Competencies:**

- **Teaching:** Designs effective lesson plans and facilitates learning experiences in both small and large group settings; selects teaching topics that are relevant, provocative and contribute to a deeper understanding of Ethical Culture and humanism; uses a variety of teaching topics to maintain interest and build connection.
- **Children and Youth Leadership:** Connects well with children and youth of all ages; maintains appropriate boundaries within those relationships; engages with and engenders trust from children and youth.
- **Attention to Detail:** Consistently attends to both details and the big picture; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem.
- **Creativity and Innovation:** Generates new ideas and approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.

- **Organizational Knowledge:** Knowledgeable about how congregational communication, decision making, and leadership works; knows how to get things done through formal and informal decision making channels; can maneuver through charged political situations effectively and calmly; anticipates organizational barriers and plans their approach accordingly.
- **Supervising Work:** Is good at establishing clear expectations and setting clear direction; sets objectives and goals; distributes the workload appropriately; provides regular and ongoing feedback about performance; proactively deals with substandard performance; engages disciplinary processes in a timely manner.
- **Teambuilding:** Blends people into teams when appropriate; leads the team successfully through difficulties and challenges; creates strong morale and spirit in their team; creates a feeling of belonging and pride in the team.
- **Self-Differentiation:** Demonstrates strong and appropriate personal boundaries in relationships; is emotionally mature; can maintain a non-anxious presence in the midst of turmoil; works to maintain a strong personal support system.
- **Anti-Racist Anti-Oppressive Multicultural Leadership:** Continues learning through engagement in anti-racist, anti-oppressive, multicultural programming; models a commitment to this work in the educational programming; demonstrates and builds competence and humility in crosscultural engagement.