

EDUCATION - Academic Lead

Here at FOREFRONT, we are ready to tackle a new forefront of changing people's lives. We are a non-profit that values creativity and passion. Our focus is on people and their stories. Our organization is focused on finding innovative solutions to solve problems in the developing world, where your personal reward for your hard work to this problem will be fulfilling and our global human impact will be monumental.

Role Description

As Education Lead - Academic, you will manage all of FOREFRONT's education academic initiatives. Your role includes, but is not limited to:

- Research and Create curriculum for our school
- Incorporate early childhood and elementary knowledge in plans for our school
- Hire and onboard school leadership
- Create training materials for school leadership
- Hire and onboard teachers
- Meet with Principal to discuss academic plans including extracurricular activities and family/local community involvement
- Meet with teachers as a group and 1:1 meetings for occasional health, environment, and culture check-ins
- Supervise school leadership through bi-weekly meetings
 - Hire all other school staff
 - Recruit students
 - Update school vision materials
 - Train school staff
 - Assess school compliance (ie. fire drill codes, building sanitation. teacher background checks, etc)
 - Procure curriculum and school supplies

Credentials

Qualifications include:

- Bachelors or Masters in education
- Background in Teaching/Academics
- Strong research, analytical, and writing skills
- Mastery of Microsoft PowerPoint and Excel
- Highest standard for professionalism and organization
- Prior international travel and non-profit experience is a plus

What We Are Looking For

I get things done.

You are a multi-tasker and you are really good at it. You follow through on all assignments and give your 100% from start to finish making sure you hit all deadlines. You take initiative from the start and know how to work with people. You are a quick responder and efficient with replies.

I am positive and passionate.

We are looking for someone who remains positive throughout difficulties and obstacles and looks for solutions to overcome it. We are looking for someone where changing people's lives and making a social impact is their passion and fuels them to excel.

I am a creative and driven person.

You think outside the box and want to make a new change for the better to improve current processes. You thrive in a fast-paced environment. You are self-motivated and want to exceed expectations! You have great big creative ideas that you are able to communicate clearly to the audience.

I am a team player and a good communicator.

It is all about team work! There is no "I" in team! You love working with other people and hearing their ideas and integrating it with yours. You are open minded. You are able to clearly communicate your ideas and thoughts confidently. You are honest and have integrity. You do not look for shortcuts that are unethical.

I am good with technology.

This job requires the use of a lot of technology including video conferencing. You look to technology to get your job done and be more efficient.

I am a leader.

You take initiative and you rally people around you whether it is in our team or with others. You promote awareness and you take ownership of your work and this cause.

I am a problem solver and not a quitter.

You don't get bogged down by obstacles and problems. Instead you use the obstacle to motivate yourself to find a solution. You can run the marathon and spur others on.

I see the big picture.

In addition to focusing on your role and assignments, you see how your role fits into the big picture and you try to fill in any gaps that you can fill. You are curious about other roles and how you can help and support them and ultimately how you can work together to get the job done.

I am organized.

You will be working with many different people and programs. You like to take initiative and align everyone to a common vision, message, and goal. You keep up with all projects and timelines ensuring all benchmarks are met.

If you said "YES!" to all of these statements, then this position is for you!

Work Style and Compensation

This is a volunteer position, with a commitment of 6-8 hours per week. Work is done remotely, but regional in-person working sessions are encouraged as much as possible for accountability. Our team mainly resides in the NY/NJ and DC metropolitan regions. You will lead education team meetings via video conferencing 2-3 times per month. You are required to attend virtual monthly meetings on second Saturday mornings, and all-day in person quarterly meetings in NY/NJ or DC metropolitan regions, and an annual one-week trip to India.

Please send your cover letter and resume to contact@goforefront.org