

**Director of Urban Learning**

**Overview:**

As a member of the IslandWood Education Team, the Director of Urban Learning provides the vision and leadership to create and sustain graduate and professional adult programs focused in the Greater Seattle Urban area. This position works in close partnership, and is a peer with the Director of Graduate Education EEC on the Bainbridge Campus.

In addition to leading the Urban Graduate Program, the Director of Urban Learning also provides supervision for IslandWood’s two existing Seattle based programs – Homewaters and Brightwater. These programs will, in part, provide practicum and faculty support for the Seattle Graduate Program.

The Director of Urban Learning will oversee all aspects of the Urban Graduate Program in order to ensure that courses are integrated and the methods of those courses model the integrated experiential education focus consistent with IslandWood’s previous graduate programming.

**Reports to:** Senior Vice President for Education

**Responsibilities:**

## Administrative Responsibilities:

* Provide leadership and vision for Urban Graduate Program, including the purposeful blending of high quality academic and practicum elements.
* Ensure that the program enrollment is at full capacity.
* Create and maintain a student body that represents the diversity of the communities that the program serves.
* Assist with the work of the Philanthropy Team in raising money that supports the Seattle Graduate program and direct student aid.
* In cooperation with Director of EEC, nurture positive ongoing relationships with partner universities.
* Provide leadership for the Brightwater Education Team in partnership with King County’s Brightwater Education Center Director guiding the engagement of programs.
* Provide leadership for the Homewaters Program Team supporting program evolution, quality and participation in the Seattle Graduate Program.
* Participate in higher education initiatives where partnerships can be developed.
* Contribute to the work and vision of IslandWood’s educational programs.
* Direct and delegate administrative tasks to support the Seattle Graduate Program.
* Contribute as a member of IslandWood’s Education Leadership Team.

Academic Responsibilities:

* Provide leadership in curriculum development of Seattle Graduate Program.
* Expand the awareness of the Seattle Graduate Program.
* Represent IslandWood and the Seattle Graduate Program at relevant conferences and academic gatherings.
* Oversee planning of the academic year.
* Teach a minimum of two courses for the Program.
* Mentor and advise students in the graduate program.

Other:

* Represent the education team on the appropriate IslandWood committees.
* Work as a member of the IslandWood team to accomplish above tasks and those that directly impact the development of IslandWood’s future.
* Communicate regularly with other nontraditional graduate programs comparing models, etc.
* Other duties as assigned.

**Compensation:**

* IslandWood’s salary and benefit package is commensurate with the field.

**Qualifications**

**Required:**

* Master’s degree (doctorate preferred) in education, environmental education, or related fields.
* Minimum 5 years experience teaching graduate level – greater than 5 years preferred.
* Minimum 5 years of successful program management including managing staff, budget and program design and change.
* Successful experience with the design and delivery of environmental education programs in urban settings.
* Successful experience in collaboration with other community-based organizations.
* Excellent written and oral communication skills.
* Outstanding customer/client service.
* Solid computer skills and knowledge of Microsoft Office.
* Proficiency in planning, organization, and project management.
* Possess a restless pursuit for excellence in programming.
* Ability to provide graduate level instruction for courses consistent with curriculum of Seattle Graduate Program.

**APPLICATION REQUIREMENTS:**

Submit a cover letter, resume, Application for Employment, and contact information for three current references to:

[employment@islandwood.org](mailto:employment@islandwood.org)

or

Search for Director of Urban Learning

IslandWood

4450 Blakely Avenue NE

Bainbridge Island, WA 98110

*IslandWood provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.*