



## Education Liaison (Contract Position)

For more than 15 years, the **International Centre for Missing & Exploited Children (ICMEC)** has been identifying gaps in the global community's ability to properly protect children from abduction, sexual abuse and exploitation and expertly assembling the people, resources and tools needed to fill those gaps.

ICMEC works every day to make the world safer for children by eradicating child abduction, sexual abuse and exploitation. To this end, **ICMEC's mission is to advocate, train and collaborate to protect the world's children.**

- **ADVOCATE:** ICMEC proposes changes to laws, treaties and systems based on rigorous research and the latest technology to better protect children worldwide.
- **TRAIN:** ICMEC provides tools to professionals who interface with children to improve prevention, facilitate treatment for victims and increase the efficacy of the identification and prosecution of people who victimize children.
- **COLLABORATE:** ICMEC builds international networks of professionals across disciplines to anticipate issues, identify gaps and develop cross-cutting solutions.

Since 2015, ICMEC has been working with the [International Task Force on Child Protection \(ITFCP\)](#) to share relevant, and comprehensive, child protection information with the school community. Through this partnership, **Project Child Protection** was born. The initial purpose of Project Child Protection was to provide funding for a new dimension of ICMEC's website: an [Education Portal](#) – launched on 3 November 2015 – devoted to sharing child protection training, resources and information with the international school community. Curated by ICMEC and ITFCP, the Education Portal hosts a wealth of information for adults working with children and youth, as well as for parents, teens and children. Available resources range from fact sheets, training curricula and prevention strategies, to organizational and school policies and procedures, and global reporting mechanisms. In 2016, we are launching phase 2 of Project Child Protection, in conjunction with ITFCP and the U.S. Department of State. Phase 2 will allow us to add an Education Liaison to our team, to work with ITFCP and member schools to ensure the Education Portal is responsive to member needs.

### Position Details

The **Education Liaison** will be responsible for managing – and growing – ICMEC's online Education Portal. **This is a part-time, contract position requiring 20-25 hours per week, with the potential to expand as the program grows.** The position is based at ICMEC headquarters in Alexandria, Virginia, USA.

### Essential Duties and Responsibilities

- Manage all aspects of the Education Portal, including curating the site, growing the number of resources available, liaising with the International Task Force on Child Protection, child protection experts, and other members of the international school community, and ensuring the Education Portal is responsive to member needs

- Develop and implement an outreach plan to engage current and new Education Portal users, including working with ICMEC's Director of Marketing & Development to create and distribute marketing materials
- Serve as an expert advisor to ICMEC management on issues related to the Education Portal, including developing and guiding short- and long-term goals for the Education Portal
- Serve as ICMEC's point-of-contact for all inquiries related to the Education Portal
- Assist with the creation and management of an Education Advisory Council to ensure access to the education community
- Promote and exhibit loyalty to ICMEC's mission
- Promote a professional image
- Communicate with co-workers, management and others in a courteous and professional manner
- Respond promptly when returning telephone calls and replying to correspondence (electronic and otherwise)
- Conform with and abide by all regulations, policies, work procedures, and instructions
- Performs other duties as assigned

### **Education and Experience**

- Bachelor's Degree in education, educational technology or a related field required; Master's Degree preferred
- Teacher certification preferred
- Counseling certification preferred
- Online curriculum and instruction experience preferred
- At least three (3) years applicable experience required
- Experience developing online curricula, or curating educational websites, preferred

### **Knowledge, Skills, Abilities**

- Fluency in written and spoken English required; knowledge of at least one additional language strongly preferred
- Knowledge of and experience using e-learning platforms required
- Knowledge of issues related to child protection in U.S. and overseas schools strongly preferred
- Knowledge of other cultures strongly preferred
- Knowledge of Google apps and Word Press strongly preferred
- Knowledge of MS Office required
- Superior interpersonal, time management, organizational, planning, and problem-solving skills
- Excellent oral and written communication skills
- Adaptability, flexibility and ability to work independently and as part of a team
- Ability to prioritize, successfully complete multiple tasks with attention to detail and meet deadlines
- Ability to handle and maintain the integrity and confidentiality of highly sensitive material and information
- Ability to travel locally, nationally and internationally as required

## **Remuneration**

The successful applicant will be engaged as an independent contractor with ICMEC, and will be paid at an hourly rate commensurate with the qualifications and experience required for the position.

## How to Apply

Please submit a cover letter describing your interest in and experience relevant to the position, along with an up-to-date resume and the contact details (name, title, organization, email address, and phone number) for at least three (3) professional references. Applications and inquiries should be directed to Jessica Sarra at [jsarra@icmec.org](mailto:jsarra@icmec.org).

**The deadline for receipt of applications is Friday, 29 April 2016, at 5:30 p.m. EDT.**