D.C. Area Educators for Social Justice (DCAESJ) is a Teaching for Change (TfC) program. DCAESJ supports a network of D.C. area educators who seek to strengthen and deepen social justice teaching. DCAESJ engages teachers in working groups, teach-ins, workshops, courses, and collaborative actions. There is currently an early childhood and a middle/high school working group (each meets monthly). Key events coordinated by the DCAESJ include: D.C. Area Black Lives Matter at School Week of Action/Year of Purpose, Teach Central America Week, Teach the Beat (go-go) classroom visits by go-go artists, Indigenous Peoples’ Day Teach-in (with the Smithsonian National Museum of the American Indian), and our annual collaboration with the International Filmfest DC.

The DCAESJ collaborates with key institutions to bring scholars, authors, and artists to D.C. area classrooms and offer professional development. These partner institutions include area museums (NMAI, NMAAHC, Anacostia Community Museum, African American Civil War Museum); International Filmfest DC; universities (Howard University, American University, and the University of Maryland); activist organizations (Black Lives Matter at School, SNCC Legacy Project, Washington Teachers Union, EmpowerEd); children’s book groups (An Open Book Foundation, Shout Mouse Press, Africa Access, and the Americas Award); schools and school districts (including DCPS and surrounding counties); and many more. The DCAESJ serves as a bridge for Teaching for Change’s national programs with D.C. area teachers, including Civil
Rights Teaching, the Zinn Education Project (with Rethinking Schools), and Social Justice Books.

The DCAESJ’s program manager leads our efforts to build and support a network of D.C. area social justice teachers.

**POSITION DESCRIPTION**

The DCAESJ program administrator will offer support for all the program areas described above. They will report to the program manager. This position will start part-time (25–30 hours per week) with the intention to expand to a full-time position based on funding and performance, within the next fiscal year (July 1, 2025 – June 30, 2026).

**Responsibilities**

- In collaboration with the DCAESJ program manager, partners, and other staff, coordinate annual events (as noted above).
- Provide administrative support for:
  - Leadership development and collaborative learning opportunities through the existing working groups (Anti-Bias Early Childhood, elementary, and People’s History Curriculum Group for middle and high school teachers) and ad-hoc working groups around theme (Black Lives Matter at School, Teach Central America, curriculum development) or affinity (D.C., MD, VA, Black educators)
  - TfC workshops for D.C. area teachers
  - The documentation and sharing of the work of D.C. area social justice teachers through stories on the DCAESJ website and media referrals
- Update the DCAESJ website with news, events, and resources
- Maintain the DCAESJ database with teacher participants and key allies
- And more
Responsibilities for all staff

- Participate in monthly all-staff meetings and program planning sessions
- Update project manuals with procedures, sample correspondence, key resources, and contacts
- Develop program reports
- Support fundraising efforts
- Commitment to and belief in the mission of Teaching for Change
- Other duties as assigned
- And more

Required experiences and abilities of a successful candidate

- Strong organizational and project management skills
- Willingness to take initiative
- Eager to learn and able to work both independently and as part of a team in a busy work setting
- Excellent communication skills, including strong writing and reporting skills
- Demonstrated experience with social justice education
- Demonstrable skills in workshop development and facilitation
- Passion for education and equity issues
- Minimum of a Bachelor’s degree and ideally a Masters degree in education and/or program management or relevant training and three years of experience

Salary and benefits

- Access to pro-rated, pre-tax employee contributions for health care (medical, dental, and vision).
- Employees working on the average 30 hours/week can earn annual leave at 70% of the full-time rate.
- Employee access to contribute to a 403(b) plan
• Salary for this position is 50% of full-time salary equivalent to $50,000 per year ($25,000 from the start date to end of the fiscal year, June 30, 2025).

Timeline

• The position is available to begin immediately
• Interviews will be conducted on a rolling basis
• Position will remain open until filled

To apply

To apply email employment@teachingforchange.org a thoughtful cover letter that includes why you are interested in working with Teaching for Change and a resume. Please include in the subject line the position for which you are applying.