



USAHello Job Announcement - Director of Online Education (full-time / remote)

About USAHello:

USAHello is a non-profit organization leveraging technology to connect immigrant communities with the information and resources they need to thrive. Our free multilingual information hub, online classroom, and mobile app connect over 3.5 million people each year to critical information and services.

Position Overview:

USAHello is seeking a highly skilled and visionary professional to fill the role of Director of Education. This position offers a unique opportunity to lead and shape the organization's asynchronous online classroom, supporting over 60,000 students annually in their pursuit of educational and career goals. The successful candidate will play a pivotal role in driving the expansion and innovation of our online learning initiatives.

Although USAHello is a fully remote organization, this position will be responsible for piloting a new citizenship course for educators in Houston, TX. The director will work with on the ground partners in Houston including occasional in person meetings and workshops.

Primary Responsibilities:

Strategic Leadership:

- Develop and execute a strategic vision for the online classroom.
- Identify opportunities for the integration of emerging technologies, including AI, to enhance interactive learning experiences.
- Represent USAHello in public settings including presenting at conferences and attending in person meetings as appropriate.

Program Development:

- Oversee the creation and implementation of innovative, engaging, and accessible educational content for immigrant communities.
- Expand the online classroom curriculum, exploring new learning areas and forming partnerships with other organizations for content development.
- Explore financial partnerships with corporations and/or foundations.

Operational Oversight:

- Manage all day-to-day aspects of the online classroom, including content creation, user experience, and technical support.
- Recruit, manage, and oversee contractors for specialized tasks, ensuring timely and quality completion of projects. Note this position does not have in-house direct reports.

Qualifications:

- Proven track record of successfully developing and managing online learning programs, including at least 2 years leadership experience.
- Familiarity with emerging technologies and their application in online education with a drive to explore new innovative applications to enhance the learning experience.



- Demonstrated capacity to build asynchronous e-learning programs from start to finish.
- Strong project management skills, including multi-project oversight.
- Experience in recruiting and managing contractors and external partners.
- Demonstrated ability to work independently, develop high level competency and operate with an inherent bias toward action.
- Fluency in English and Spanish is strongly preferred.

Diversity

USAHello is an equal opportunity employer. We are committed to creating an inclusive environment for all employees, and we celebrate diversity in all its forms. Our ideal candidate has a first person understanding of the immigrant experience, or possesses professional experience working with immigrant communities.

Wellness

We are a small staff operating in a fully remote environment where each individual's contributions are critical. We honor our collective effort by cultivating a flexible, supportive environment that emphasizes a healthy work-life balance. We prioritize professional autonomy, personal growth, and individual and collective well-being.

We are excited to be piloting a 4-day work week for full-time employees in 2024!

Compensation and Benefits

- This is a full time position with a salary of \$70,000 - \$80,000 depending on experience.
- Flexible, supportive workplace culture in which professional autonomy and personal well-being are highly prioritized.
- 25 paid vacation and health/wellness days per year; 12 paid holidays, 5 of which are floating holidays to be used at employee discretion and 1 paid volunteer day.
- \$400 initial home office set up support plus an additional \$300 per year for ongoing expenses associated with remote working.
- Health care premium contribution of 90% or up to \$485/month.

How to Apply:

All applications must be submitted through our online application form:

[Director of Online Education Application](#)

This position will remain open through January 26, 2024. All applications will be reviewed at that time. All candidates will receive a follow - up on our next steps after your application has been reviewed. If you have trouble with the form or have other questions, you may contact hr@usahello.org. Please note however that we are not accepting applications to that email address and will not respond to individual status inquiries before all applications have been reviewed. We appreciate your patience.