

## **Natural Hazards Education Coordinator**

**Location:** Home based via website, email and occasional telephone calls.

**Hours:** 5hr to 10hrs a week depending on the NDA volunteering needs.

**Salary:** Volunteer position

We are seeking an enthusiastic and self-motivated Education Coordinator who will manage the Natural Hazards educational content for Schools and Colleges. The role involves liaising with other NDA volunteers to write informative and useful educational material to be used in classrooms around the world to help educate on Natural Hazards and Disaster Management.

You will be responsible for ensuring all educational content is accurate and unique.

They will work closely with all departments within the NDA.

Duties include:

- Develop a strategy for creating Natural Hazards education material
- Work with our volunteer content team to write beginner, intermediate and advanced level material
- Work with volunteers to expand online case studies, natural hazard graphics and general information.
- Work with the NDA founders to develop a teacher's education pack
- Manage the content team volunteers
- Liaise with other senior volunteers

### **Skills**

#### **Essential**

Excellent written and communication skills

Ability to manage people and work as part of a small team

Knowledge in Natural Hazards

#### **Desirable**

Good understanding of the UK and US educational systems.

Please email a CV with a covering note to [info@n-d-a.org](mailto:info@n-d-a.org)

We happily take on students with little to no work experience.

**Closing Date:** 18<sup>th</sup> December 2013