



*The Association for Trauma Outreach & Prevention (ATOP)*

### **Education Coordinator Listing**

#### **Full Job Description**

##### ***Mission:***

At *Meaningfulworld*, the ultimate goal is to prepare a generation of conscientious individuals who are guided by love, peace, passion, and meaning. *Meaningfulworld* is dedicated to fostering a meaningful, peaceful, and just world in which every individual enjoys physical, mental, social, economic, and spiritual health. A sense of meaning, peace, and justice, although unique to each individual, is achieved through a transformation journey that integrates knowledge and experience with sense of responsibility and reflection. We have monthly clinical workshop, annual humanitarian missions, and are accredited with the United Nations.

**Education Coordinator:** The ATOP Meaningfulworld Education Coordinator is responsible for: Planning and facilitation of monthly clinical workshop, help on the last Saturday of the month. Identification and recruitment of guest speakers, including healers and psychologists with diverse and interdisciplinary practices.

Outreach and oversight of development-related projects, including promoting of monthly workshops, establishing partnerships with institutions and prominent practitioners in the field.

A minimum of master's degree is preferred. Applicants with previous experience in non-profit development, grant writing and program coordination strongly encouraged to apply.

Monthly tele-conference is mandatory, first Monday of the month, evening. Monthly workshops on the last Saturday of each month are mandatory (\$30 fee). Time commitment: 12 months-2 years, 5-7 hours per week.

**Kindly send your resume, statement of purpose, 3 goals aligned with our mission, and names & contact of 2 references. Kindly send all documents in one email to [info@meaningfulworld.com](mailto:info@meaningfulworld.com)**

**For more information about our organization, kindly visit [www.meaningfulworld.com](http://www.meaningfulworld.com)**