



JOB DESCRIPTION

Title: Educator - Beginner Curriculum
Time Type: Full-time
Location: Troy, MI (or remote)
Department: Education and Content

New: December 2021
Salary Level: 7
Status: Salaried Exempt

Job Summary

Do you gain satisfaction when you see the light bulb go off in a student i.e. that moment when they understand the concept you are teaching? Are you looking to teach students who want to be there, as opposed to those who have to be there? Do you desire for your work to mean something i.e. to help people? Then this may be just the role for you. We are looking for an Educator who will be responsible for our beginner curriculum. The ideal candidate will have a teacher/professor-mindset with a keen interest in encouraging and inspiring people of all ages to love learning about improving their financial future. Reports to Director of Education.

Should understand, or be ready to learn, the mission, investment principles, methodology and philosophy of NAIC / BetterInvesting and how NAIC / BetterInvesting relates to its members and its volunteers. Understand, or be ready to learn, fundamental investing using NAIC/BetterInvesting online tools. Understand, or be ready to learn, the value of NAIC volunteers and how to work well with them. Thoughts/ approach to investing must align with the core principles of the NAIC dba BetterInvesting.

About NAIC / BetterInvesting

As a nonprofit organization, our mission is to educate individual investors and investment clubs to become successful lifelong investors. Our employees have been with us on average for over 14 years due to our mission-driven approach, excellent work/life balance, remote flexibility, superb benefits and more. You can read more about our organization, founded in 1951, at www.betterinvesting.org

Essential Functions:

Education and Content

- Produce education content in alignment with NAIC / BetterInvesting storied principles
- Prepare materials for class activities, typically online
- Adapt teaching methods and instructional materials to meet beginning investors' needs
- Develop, or participate in the development of, programs, materials and services aligned with the organization's investment education mission
- Ensure quality, usefulness and flawless implementation of educational programming including webinars
- Keep education content, including archived presentations available to members, up-to-date
- Ensure educational content strikes a balance between content more useful for individuals and content more useful for investment clubs
- Provide support to members and volunteers regarding NAIC/BetterInvesting core educational concepts
- Generate and maintain a positive public image of NAIC / BetterInvesting



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- Develop and manage educational resources for members and investment clubs, i.e., creation of new educational content and lifecycle management of existing educational resources
- Review post-class feedback/surveys to identify future educational needs. Develop classes and training programs to meet these needs
- Speak and/or present at educational and training programs
- Maintain assigned sections of BetterInvesting.org including keeping all respective content up-to-date
- Perform additional duties as assigned

Knowledge, Skills and Abilities

To perform the job successfully, an individual must demonstrate the following critical skills:

Communication: Expresses ideas effectively, adjusting language or terminology to the needs of the listener. Communications are clear, concise and courteous. Excellent written and verbal communication skills. Confident vocal delivery.

Content Development: Create engaging presentations, targeting education to the characteristics and needs of the audience. Conduct basic research to support content development. Able to weave a story.

Dependability: Willingness to take on, and be accountable for, assignments; reliable in completing assignments and proven ability to meet deadlines. Honors commitments.

Integrity: Demonstrate sound business ethics; show consistency among principles, values and behaviors; build trust with others; is well respected.

Investment Acumen: Basic understanding of, and alignment with, NAIC / BetterInvesting principles and methods. Familiar with investment management, stock markets, etc.

Math-Friendly: A highly curious person comfortable with performing calculations – sound understanding of math. Analytical ability to recognize data that fits different situations.

Operational: Sound planning and organizational skills.

Quality Service: Produce high quality results that meet organizational needs.

Teamwork: Foster collaboration as well as take actions that respect the needs and contributions of others. Coordinate efforts. Share and build on others' ideas. Ability to work effectively with a highly engaged volunteer base in jointly developing content.

Desirable (but not required) Experience: Four+ years of experience ideally related to this position such as organization-specific education/training programs or similar experience. Creation of PowerPoint presentations. Familiarity with the following a plus: webinar production as well as basic video editing.

Preferred Education: Bachelor's degree with an emphasis in communications, education, finance or related field of study preferred



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We welcome all applicants including stay-at-home parents, those returning to the work force after an extended period away, etc.

We are an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. We are committed to a policy of equal opportunity for all persons and do not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, disability, religion, height, weight, or veteran status.

To apply, email us at position@betterinvesting.org

Include:

- A comprehensive resume
- A letter stating your personal interest in the position indicating how your skills, knowledge and experience match the responsibilities articulated in the job description

Application deadline: Applications are being accepted until the position is filled

This job description does not list all the duties of the job. Management sometimes assigns additional duties. This job description may be revised at any time. The job description is not a contract for employment, and either the employee or the employer may terminate employment at any time, for any reason.