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# Example of Specialist, Education Job Description

Our innovative and growing company is looking for a specialist, education. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for specialist, education

* Present IAITC programs at school teacher conferences, institutes, and pre-service classes around the state
* Assist County FB AITC efforts including volunteer training sessions at IFB meetings and county meetings
* Assist in the coordination of efforts of the IAITC including training sessions of volunteers, county managers, county coordinators, and interested others
* Assist in the coordination of the Adopt A Classroom program with Chicago schools
* Provide assistance to other groups with interest in AITC including commodity organizations, FCAE, IDOA, ISBE, media
* Cooperate with IAA Foundation on IAITC fundraising efforts
* Coordinate IAITC program survey development and overall IAITC evaluation
* Coordinate IAITC report writing for USDA and AFBF
* Coordinate IAITC Publicity/Public Relations efforts with appropriate IFB Staff
* Coordinate Agriculture Awareness Conference

## Qualifications for specialist, education

* English at mother-tongue level – verbal and written
* Knowledge of of the following technologies – an advantage
* Proven record of profound insurance administration knowhow
* Knowledgeable of Nurse Practice Act, federal, state, and local requirements
* Experience in continuing education credits program policy, implementation, and maintenance
* Must have strong presentation, communication, attention to detail and organizational skills