

## **Education Associate**

### **Job Specification:**

As Education Associate, you will work with a small, dedicated education team as well as industry volunteers on the development, promotion and implementation of educational programs for the textile industry. This position will interact with our members, domestic and international, as well as our membership, publications, technical and administrative departments.

### **Required:**

- College Degree in Textiles, Textiles and Apparel, Fashion and Textile Management, or a related field
- 5+ years of industry related experience

**Report to:** Education Director

### **Candidate Should Possess:**

- Exceptional oral and written communication skills
- Must be detail oriented, enjoy working and interacting with people, and a team player
- Ability to work independently, multi-task and work on various programs in different stages of development
- Ability to speak in front of a group to introduce speakers and teach technical concepts
- Experience in meeting planning including budget management and site negotiations a plus
- Familiarity with AATCC and ASTM test methods a plus
- Strong knowledge of MS Outlook, MS Word, MS Excel, MS PowerPoint
- Willingness to travel domestically and internationally

### **Responsibilities:**

- Assist with the development and administration of industry related educational programs including program development, speaker contact and correspondence, venue negotiations, meeting logistics and management, publicity, and budget development
- Work with other organizations to sponsor joint educational events; work with steering committees in the planning and implementation of these programs.
- Work on the Association's annual International Conference regarding budget development, venue selection, program development and logistics, speaker contact and correspondence, exhibitor solicitation, and publicity
- Work with webinar speakers on webinar logistics and implementation; introduce webinar speakers and moderate Q&A
- Participate in AATCC committee meetings.
- Complete various projects as assigned by Education Director.

## **AATCC**

AATCC is the world's leading not-for-profit association serving textile professionals. AATCC is internationally recognized for its standard methods of testing fibers and fabrics to measure and

evaluate such performance characteristics as colorfastness, appearance, soil release, dimensional change, and water resistance.

AATCC provides test method development, quality control materials, education, and professional networking for thousands of individual and corporate members in 60 countries throughout the world. Members are employees of textile, apparel, and home goods manufacturers; dye and chemical manufacturers; testing laboratories; consumer and retail organizations; state and federal government agencies; and colleges and universities.

Founded in 1921 as the American Association of Textile Chemists and Colorists (AATCC), the Association continues to evolve to meet the needs of our members in the ever-changing textile and materials industries.