

## **GLOBAL EDUCATOR**

### **Job Description**

**REPORTS TO:** Director of Education

**SUMMARY of ROLE:** The Global Educator is responsible for teaching *jane iredale* University (JIU) classes and seminars as scheduled in the region, and nationally as needed. The Global Educator will work closely with the Director of Education in developing all educational material for the company, which includes *jane iredale* university class curriculum and power point presentations, retail brand seminars, business consultant training tools, webinars and education oriented marketing materials. The Global Educator will also work with the Regional Directors (RD's) in scheduling training and events in their respective regions. The Global Educator will work closely with Business Consultants in the field to facilitate on-site training and events. The Global Educator will also be required to work tradeshows, and teach classes or seminars at the shows as needed. Global Educator will participate in and supports all sales, marketing and educational programs and objectives set forth by IMC (e.g., new account campaigns, new product launches, promotions, educational classes and seminars, trade shows, Regional meetings, National Sales Meetings, etc.)

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Helps develop all educational material pertaining to classes, seminar, on-site trainings, webinars, training manuals, skill sheets, sales support material and other educational material requested.
- Writing and updating curriculums and power point presentations for all the *jane iredale* university classes.
- Teaching and assisting students during all *jane iredale* university classes and seminars.
- Assisting Business Consultant with unpacking and packing supplies shipped in for *jane iredale* university classes.
- Support Business Consultants in the field as needed to help grow existing business and/or gain new business.
- Work closely with National Accounts Department and assist with educational and event needs as requested.
- Work closely with the Tradeshow Manager in developing educational classes and in-booth demonstrations.
- Work closely with the International Accounts Coordinator (IAC) to plan and coordinate all international trainings and events as needed.
- Provides regular, timely and meaningful market feedback to be documented in CRM.
- Provide standard reporting to Director of Education, regarding JIU Classes, seminars, on-site training and Events.
- Works within budgeted expenses (e.g., travel, meals, etc.) and submits monthly expense reports in a timely manner.
- Maintains a thorough and current understanding of products and services, policies and procedures.
- Communicates effectively and works through Business Consultants and Regional Directors to achieve business results.
- Participates in monthly conference calls within the region to provide direction and answer education questions.

**QUALIFICATION REQUIREMENTS - EDUCATION and EXPERIENCE:**

Minimum of 3 years experience as an Educator in the makeup, skincare, haircare or pharmaceutical/medical industries. Cosmetology or Esthetics license required. BA/BS desired. Make-up artistry skills required.

**REQUIRED SKILLS and ABILITIES:**

- Strong oral presentation skills; must be comfortable on stage and able to command an audience and control the room.
- Ability to interface with a wide range of staff.
- Ability to handle multiple tasks under pressure and meet deadlines.
- Superior execution abilities, and the ability to meet objectives, prioritize tasks and meet goals and objectives.
- Detail oriented and able to understand, develop and support clear, effective systems and business processes to support accounts.
- Innovative, original thinker that meets challenges with resourcefulness and a positive attitude.
- Outstanding verbal and written communication skills. Ability to actively listen and collaborate with others, and convey information in a clear, concise manner.
- Very strong computer skills, including MS Word, Excel, Outlook and Powerpoint..
- Energetic, enthusiastic and reliable team player that is driven for success.

**WORK ENVIRONMENT:**

The position requires 75% travel domestic and possible international, including at times working evenings and on weekends. A functional, professional home office must be maintained.

Territory: USA.

Location: West Coast or Central, US preferred.

Platform experience: minimum of 2 years.

Employment history in cosmetics preferred.

Spanish speaking preferred.