



Embroiderers' Association of Canada, Inc.
Association canadienne de broderie, Inc.

Education Assistant Job Description

Date: 2026-07

Next review date: 2027-August (two years)

Type: Assistant

Reports to: Education Director

Term: Two-year term; this can be extended upon Board invitation

Function

- Assists the Education Director in any area as required. Where workable, this position may be considered as a training-step towards being appointed to the role of Education Director.
- Assists the Education Director in maintaining the EAC/ACB Counsellor Roster.
- Assists Counsellors and Registrar with documents or queries in regards to Education.
- Maintains working understanding of the role of Registrar; able to step-in and assist when/if necessary.
- Ensure the Technique Study Course files adhere to the specified standards. Review and format files as necessary.
- Seek out further "owned" Project files to include on the website. Ensure the files adhere to the specified standards. Review and format files as necessary.
- Ensures the Counsellor Handbook and the Student Handbook are current and updated as new information becomes available.
- Submits quarterly reports.
- Attends Education meetings on-line or at Seminar whenever possible.
- Organizes the items that will be used for the display on the Education tables in the Members' Exhibit at Seminar.

Time Commitment

- Number of hours: In general, estimated 5-10 hours monthly to review/format files, although this could increase if a full review of all files is required for some reason.
- Extra hours are required to respond to correspondence, prepare reports, prepare for and participate in meetings.

Documents

- Technique Study Course – formatting standards and template
- “Owned” Projects – formatting standards and template
- Technique Study Course – Student Handbook
- Technique Study Course – Counsellor Handbook

Duties

- Assists in reviewing and revising files as required by the Education Director.
- Ongoing review and format Technique Study Course files as necessary. Ensure most current version is on Drive and available to the Registrar and Counsellors.
- Ongoing review and format “owned” Project files as necessary. Ensure most current version is on Drive and available to the Registrar.
- Check and respond to emails and correspondence in a timely fashion.
- Provide suggestions to improve the timeline and standard operating procedures for the duties associated with this position.
- Assists the Registrar with issues arising from student queries and reviewing the feedback from students provided on the evaluation forms. Coordinate with the applicable course Counsellor in applying changes to the course material as required as a result of the queries/feedback.
- Submit a quarterly report to the Education Director summarizing work completed since the previous report and identifying upcoming activities and responsibilities.
- In odd years, assist the director with reviewing and updating the job description for this position.
- Promote EAC/ACB at every opportunity.
- In the final year of the term, provide suggestions for possible new incumbent(s).
- Work with incoming replacement to teach position for a smooth transition **during the final year of the term.**

Meetings to Attend

- Quarterly Education meetings – 3 on-line and the in-person meeting at Seminar (option to attend on-line if not able to attend the Seminar).
- The Education meetings are split into two different sessions – one for the Admin team and one for the Counsellors. The Education Assistant should try to attend both meetings if possible.

Skills Required

- Excellent communication skills, tact and diplomacy.
- Excellent organizational skills; ability to look after both details and understanding the broader picture.
- Ability to work with a large team of volunteers.
- Ability to set and work within timelines.
- Excellent computer skill:
 - Good understanding of Google Drive and Gmail.
 - Good working knowledge of MS Word and/or Google Docs.
- Interest in needlework.

Skills Developed

- Knowledge of the operation of EAC/ACB.