



Educator Assistant

INELDA is seeking a detail-oriented Educator Assistant (EA) to help deliver a smooth, supportive learning experience across our educational offerings. This part-time, 1099 contractor role is primarily remote with occasional opportunities to support in-person trainings, at a rate of \$21–23/hour based on experience. We welcome applicants from all backgrounds and actively encourage bilingual candidates to apply.

About INELDA

The International End-of-Life Doula Association (INELDA), formed in 2015, is a member-based, nonprofit working to meet the non-medical needs of the dying by raising awareness of the roles of end-of-life doulas and providing education to support compassionate deathcare. INELDA has trained over 10,000 doulas globally including staff at hospice organizations and medical care facilities. Our organization's culture is open, dedicated, inclusive, supportive, forward looking and driven by people who want to make an impact in a system that has left people disenfranchised. As a member of our team, you'll also have the benefit of registering for INELDA offerings — trainings, certification, workshops, webinars, and more — at no cost.

Position Responsibilities

Educator Assistants (EAs) are a key part of the education team. EAs primarily support online virtual sessions ranging from 2 to 9 hours, managing the virtual Zoom classroom so educators can focus on facilitation. This part-time, remote role requires a reliable computer and stable internet connection. Technology equipment is not provided. EAs will be expected to:

- Log in 15–30 minutes early to review session agenda and connect with the educator
- Manage all Zoom functions: chat, waiting room, breakouts, and polls
- Support learners with technical issues and respond to questions during the session
- Take attendance and communicate absences to learners and the registration team
- Attend education team meetings or review recordings to stay current on processes and policies

Required Qualifications

- Strong written and verbal communication skills
- Comfort managing Zoom and supporting people through technical challenges
- A customer-service mindset and experience working with people
- Reliable problem-solving skills under live, real-time conditions

Preferred Qualifications

- Familiarity with Google Workspace (Gmail, Google Classroom, Google Docs, etc.)
- Familiarity with learning management systems (LMS) or tools such as Articulate and MemberClicks
- Bilingual in Spanish or another language
- Experience or interest in tech support, end-of-life care, or trauma-informed education
- Prior completion of INELDA's end-of-life doula training

INELDA is an equal opportunity employer. To apply, send a cover letter and resume to humanresources@inelda.org. Please use your cover letter to share any experience in the deathcare community and what draws you to this work.