Title: Education Programs Coordinator

Reports to: VP of Education and Interpretation

Job Summary: The goal of the Museum’s public education program is to inspire thought, dialogue and learning of the Great War and its enduring impact. The Interim Education Coordinator will support the work of the public education programs, with particular focus on school field trips. The incumbent should have strong organizational and good collaborative skills to work with a multi-age, multi-stakeholder audience.

The Education Programs Coordinator will participate in the overall administrative duties of the Education department and participate as a team member in ongoing planning for and work of community education programs. The incumbent will assist in the delivery of learning opportunities (onsite and online) and provide general and essential support for the educational aspects associated with the Museum’s overall mission.

This is a full-time hourly, non-exempt position that is scheduled Mon-Fri or Tue-Saturday with occasional evening and weekends.

Responsibilities:

- Coordinate and schedule school field trips, ensuring clear internal and external communication.
- Collaborate across Education, Guest Services and Volunteers to ensure successful visit implementation.
- Provide pre-visit materials/resources to schools before visit and ensure guidelines and instructions are clearly communicated at time of visit.
- Participate in training towards, and at times participate in, conducting engaging and informative guided tours at different age levels.
- Become acquainted with and participate alongside Museum Guides to understand individual strengths and areas of interest for individual volunteers.
- Assist in the creation of and participate in inclusive programming and material creation.
- Assist the K-12 Education Specialist in developing and evaluating educational resources and supplementary materials.
- Monitor and evaluate school field trips, track metrics and report on impact and outcomes.
- Provide administrative and educational support for training.
- Provide administrative support for education-related programs and visits.
- Provide support for Public Programs.
- Act as a first line contact for communications regarding education and interpretation at the Museum and Memorial.
- Maintain positive communication and relationships with external and internal partners, with additional focus and support in volunteer programs.
- Participate in learner/guest evaluations.
- Become acquainted with and participate in volunteer programs, particularly as it pertains to Museum Guides, involved in Volunteer Appreciation, and occasionally as needed for daily operations.
- Able to execute a Daily Operations schedule if needed.
- Perform other duties assigned.
Job Posting:
Education Programs Coordinator

Job Requirements:
- Outstanding guest services skills and a demonstrated ability to work within a multi-aged/multi-curricular educational setting.
- Work within the guest service or education field is a plus.
- Strong computer skills including proficiency in Microsoft Office products. Familiarity with Tessitura, ReServe and/or Volgisitics a plus.
- Excellent organization and collaboration skills
- Detail-oriented with a willingness to learn and adapt to technology.
- Ability to work with a flexible work schedule, including some nights and weekends.
- Multilingual skills are a plus.

Education and Experience:
- 3-5 years of Early career/work experience
- BA in the Education field (or Educational Technology, Social Studies, History, Museum Studies, Elementary Ed.) or related experience preferred.

Work Environment: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, point of sale computer equipment.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position can fluctuate between a sedentary role, or is very active one that requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing or balancing many times throughout the day. The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 25/30 pounds or assist in moving items 50 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, or working conditions, and are subject to change without notice.

The National WWI Museum and Memorial is an equal opportunity employer.

Salary and Benefits: The National WWI Museum and Memorial offers a competitive salary with an excellent benefit package, including: pre-tax/Roth 401(k) matching program; health, dental, vision, life with AD&D, and short-/long-term disability insurance, Section 125 flexible benefits; paid holidays, paid time off leave.

Application Instructions and/or Questions:
Please send your resume, salary requirements, three professional references and cover letter to:
Human Resources at the National WWI Museum and Memorial
Email: human-resources@theworldwar.org

NO PHONE CALLS PLEASE: Review of applications begins immediately and continues until the position is filled. By submitting your application, you authorize us to conduct reference checks and a review of available public information. Employment is contingent upon background and reference checks that the Museum and Memorial determines is acceptable.
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