



The Georgia Historical Society (GHS) has an exciting opportunity for an individual with experience supporting, planning, and coordinating various institutional programs and activities, including membership acquisition and renewal efforts. Duties will consist of managing various tasks associated with specific programs, tracking progress, interacting with members, potential members, and other stakeholders, and ensuring that assigned responsibilities meet the goals of the institution. The incumbent will also strive to create positive experiences for all and repeat best practices for future programs and provide support to general public programming and publications as a fulltime Program Coordinator for our Savannah office, located in the heart of the historic downtown area.

GHS is the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. GHS houses the oldest and most distinguished collection of materials related exclusively to Georgia history in the nation, with over five million unique archival treasures.

The Program Coordinator is responsible for, under the guidance of the Education Manager, GHS membership and outreach programs and initiatives such as the Membership and Affiliate Chapter Programs, activities related to K-12 education such as *Georgia History Festival*, lectures, workshops, and other programs and events. The successful candidate will be an experienced, motivated, positive, and productive professional able to meet the demands and productivity goals of a fast-paced environment.

The successful candidate will have the ability to organize and to prioritize work and to act with initiative and good judgment while ensuring management is kept informed of progress and activities. Excellent writing, editing, and proofing skills along with excellent problem solving, interpersonal, and communication skills required. Must be able to handle multiple, concurrent tasks in an effective manner. Interest or training in K-12 education including, knowledge of synchronous meeting software/platforms, and strong computer skills (advanced knowledge of MS Office: Word, Excel, and Outlook. Publisher is a plus).

A bachelor's degree from an accredited college or university with two to four years of work-related experience.

As a team member at Georgia Historical Society, you will enjoy a strong benefits package including medical, dental, vision, paid time off, and an excellent retirement plan. You will have the opportunity to work with others who are passionate about GHS' research and education mission.

To Apply

Send Cover Letter, Resume and Salary Expectations to:

Program Coordinator

Georgia Historical Society

104 West Gaston Street Savannah, GA 31401

Fax: 912.651.2831

Email: jobs@georgiahistory.com

No phone calls please.