



EDUCATION ASSOCIATE

The Organization: The Georgia Historical Society (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. To learn more, go to www.georgiahistory.com.

Position Summary: Works with the Education Manager and Programs Team for student-focused resources, programs, and workshops. Responsibilities include assisting in the development, implementation, and presentation of specific programs and resources for teachers and students in coordination with the Education Manager; conducting outreach to identified educators; and working with the Education Manager to organize elements of the *Georgia History Festival* to include classroom materials and programs, the Georgia Day Expo, and the annual banner and art competitions. This is a full-time onsite position based in Savannah, Georgia.

Responsibilities include (incumbent may perform other duties as assigned):

Development of Resources and Programs (percentage of role – 40%):

Working with others to coordinate the production of educational resources aligned to state education standards for students and teachers on various historical topics. Supports the development and delivery of K-12 programs related to various GHS programs including the *Georgia History Festival*, the Business History Initiative, and Recognizing an Imperfect Past: A History and Race Initiative. Supports development and implementation of grant-funded projects supporting K-12 programs.

Coordinates the creation and delivery of field trips and in-school programs for students including the coordination of program logistics, as well as all communications with trip leaders.

Educator Professional Learning (percentage of role – 30%):

Supports the development and delivery of professional learning programs in-person and online for educators and professional audiences.

Educational Outreach (percentage of role – 20%)

Working with others to support outreach to K-12 teachers, administrators, and educational personnel, including development of a monthly newsletter. May contribute written pieces for GHS online and print publications and may attend professional conferences and other educator-focused events as appropriate.

Supports other Education team members in establishing and cultivating partnerships with other state and national educational organizations in keeping with established organizational goals and priorities. Assists with plans to establish and maintain connections with schools, school districts, and Regional State Education Agencies.

General Program Support (percentage of role – 10%):

Provides support to General Programming and Outreach. Responsibilities include coordinating communication with potential and selected/registered program audiences; ordering books and supplies for educational programs; scheduling meetings; producing and coordinating education-related mailings, etc. Works with other staff to assist with event coordination including food pick-up, set-up, and clean-up, and return or disposal of goods. Staffs GHS programs as needed. Assists with outreach for public programs as needed.

Supervisory Responsibilities: This position does not directly supervise staff.

Qualifications:

Experience Required: Three to seven years' experience preparing and delivering educational materials, programs, and/or presentations required. Classroom teaching experience highly preferred. Experience working with Georgia Standards of Excellence preferred. Experience delivering professional development activities to educators is preferred. State teacher certification is preferred.

Knowledge, skills, and abilities: Position requires adaptability and emotional maturity and intelligence in a demanding and fast-paced environment and an employment history that reflects tenure and stability. Comfort working selflessly behind the scenes for the good of the institution. Poise, tact, and diplomacy as well as a demonstrated ability to work independently and as a part of a team required. The ability to organize and to prioritize work and to act with initiative and good judgment required. Ability to deliver instruction in person, online, and in virtual settings required. Successful candidate must be a self-starter with flexibility and a willingness to get the job done. 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. Must be able to work well under pressure and with strong attention to detail. MS Office (Word, Excel, and Outlook required – Publisher a plus).

Preferred Knowledge, skills, and abilities: Knowledge of synchronous learning software (such as Zoom or Adobe Connect). Knowledge of coursework generation or building courses via a learning management system (such as Google Classroom, Articulate, Blackboard). Skill in video and/or sound editing. Skill with web content creation (WordPress experience a plus).

Education: A Bachelor's degree from an accredited college or university.

Physical Requirements:

Must have the ability to sit for extended periods, stand and walk occasionally, reach with hands and arms, and lift/carry objects up to 25 pounds occasionally. Must be able to ascend and descend stairs. Must use hands to manipulate objects including a keyboard/mouse and GHS collection material. Must have good vision and hearing to perform tasks like reading documents and communicating with colleagues, donors, patrons, and the general public in person and over the phone. Must provide staff support with an annual event requiring additional work hours and advanced walking, standing, reaching, lifting, and carrying materials. This annual event will require an ability to hear accurately to interact with the public, demonstrate clarity of vision, judge distance and space relationships, and identify and distinguish colors.

To Apply

Send cover letter and resume to:

Education Associate

Georgia Historical Society

104 West Gaston Street

Savannah, GA 31401

Fax: 912.651.2831

Email: jobs@georgiahistory.com

No phone calls please