



Education and Outreach Specialist

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: The Education and Outreach Specialist is responsible for working with Georgia school districts as well as private and home school educators to promote the value of, and encourage the use of, GHS programming, initiatives, and educational resources. This position will work with the program staff including the Education Manager to understand and be able to share programmatic initiatives in a variety of formats for diverse audiences, including various levels of educators and school administrators. The Education and Outreach Specialist works closely with community members, schools, organizations, and other stakeholders to ensure effective communication, education, and advocacy efforts that drive engagement with history education.

Job Duties and Responsibilities (incumbent may perform other duties as assigned)

Educational Outreach: Percentage of Role - 60%

Works with leadership to assist in planning and implementation of outreach campaigns that inform and engage the community about the institution's mission, programs, activities, and initiatives. Identifies and fosters relationships with Georgia school district leaders to plan and execute events and activities that build relationships and engage a focus on history education. Schedules regular outreach opportunities in the educational community (both public and private sectors) to include presentations, tabling events, community fairs, and information sessions. Represents the institution at conferences, trade shows, and other events. Works with others to determine and analyze outreach needs and set sustainable outreach goals. Maintains a calendar of outreach activities, including community events, workshops, and appearances. Develops and distributes educational materials such as brochures, fact sheets, newsletters, and website content to support outreach efforts. Supports public awareness campaigns through various channels (social media, newsletters, speaking events, community events, etc.) to increase knowledge of key issues, promote the institution's initiatives, and encourage statewide engagement.

Logistical Support: Percentage of Role – 25%

Performs support functions for outreach programs including preparing correspondence, writing copy, and maintaining databases. Assists with coordination of logistics for educational events, including securing venues, managing registrations, preparing materials, and supporting event operations. Maintains records of outreach activities, event attendance, and participant feedback to ensure accurate reporting and compliance. Works with Education Manager and other staff to create, collect, and report evaluation tools and strategies for GHS educational programs and initiatives. Presents findings to senior management, funders, or the board of curators, highlighting successes and areas for improvement. Supports ongoing community programs with logistical and material coordination. Assists with coordination, planning, scheduling, and implementing educational programming for schools, private/individuals, and groups to include lessons, camps, and workshops for children and adults. Provides grant writing support for

application and renewal of education/outreach funding. Supports reporting and evaluation efforts associated with grants and other supported projects. Makes arrangements for meetings, workshops and other events in conjunction with specific outreach initiatives.

Collaboration and Team Support: Percentage of Role – 15%

Works closely with other departments and teams within the institution to align educational and outreach efforts with overall mission and goals. Works with others to assist with outreach efforts, ensuring everyone is well-prepared to represent the institution and engage with the community effectively. May assist with school visits, guided tours, interpretive programs, stakeholder meetings, special events, and community engagement initiatives.

Supervisory responsibilities: None

Qualifications:

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. Demonstrated knowledge of current trends in social studies education, digital education, and educator professional development. Some general knowledge of historical research processes including conducting research in a historical archive and teaching strategies utilizing primary source materials. Ability to establish relationships with a variety of stakeholders in the K-12 community including students, teachers, principals, district coordinators, etc. Ability to work to meet deadlines and handle multiple priorities. Excellent verbal and written communication skills including an ability and willingness to speak before a variety of audiences with the ability to convey complex information clearly and persuasively. Ability to innovate practical solutions to problems as they arise. Ability to distinguish among competing priorities and balance complex and demanding workloads and organize and coordinate work assignments. Strong ability to establish and maintain effective working relationships with others. Ability to occasionally work irregular hours and travel regularly to all parts of Georgia. Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint) and familiarity with social media platforms for outreach purposes. Knowledge of community organizing, advocacy strategies, and program evaluation.

Education:

Bachelor's degree in education, social sciences, public relations/communications, or a related field (or equivalent experience).

Experience Required:

Five to seven years of experience in sales, federal funded programming, community outreach, education, and/or public relations/communications, preferably within a non-profit or social impact environment. Classroom teaching experience highly preferred.

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 events requiring additional work hours and advanced walking, standing, reaching, lifting, and carrying materials. These events 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, resume, and confidential salary requirements to:

Education and Outreach Specialist

Georgia Historical Society

104 West Gaston Street

Savannah, GA 31401

Fax: 912.651.2831

Email: jobs@georgiahistory.com

No phone calls please