



Program 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.

Summary: The Program Associate is responsible for working with others to implement GHS membership and educational outreach programs including activities related to the *Georgia History Festival*, public lectures, online and in-person workshops, and other programs and events. This is a full-time position based in Savannah, Georgia that reports to the VP of Education and Programs.

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

Percentage of Role - 40%:

- **Coordinate membership acquisition and renewal efforts.** Working with others to ensure accurate data decisions and entry, handling member services such as payment processing and acknowledgement as well as premium fulfillment. Work with others to create and implement member cultivation and upgrade strategies; analyze and recommend modifications to the membership program as needed. Assist with membership promotions and direct mail campaigns. Attend/assist with coordination of membership recruitment parties and events. Enter membership information into Salesforce. Help keep records in Salesforce current by updating addresses from returned mail.

Percentage of Role - 30%:

- **Provide support to the Education Manager, Community Engagement Officer, and other Programs staff in the coordination of events and the development and implementation of resources, programs, and workshops.** Responsibilities include assisting in the development, implementation, and presentation of specific programs and resources for teachers, students, and other audiences in coordination with the GHS project managers; assisting with outreach to identified audiences; and working with Programs staff to organize elements of the *Georgia History Festival*, the History and Race Initiative, the Community Archives Initiative, and other GHS programs. With guidance from appropriate project managers, coordinate communication with potential and selected/registered program audiences; order supplies for educational and public programs; scheduling meetings; assist with mailing, etc.

Percentage of Role - 30%:

- **Provide support to Membership and Public Programming.** Under the direction of the VP of Education and Programs, oversee the Society's affiliate chapter program. Act as the main point of contact, respond to requests for information and services, emailing updates to distribution list, preparing mailing for awards nominations as needed and work with award winners and GHS staff on presentation logistics, and ensure current contact information for Affiliates is updated in the database and on the website. Working with the Director of PR and Communications, coordinate public requests for GHS staff presentations to outside groups. Work with other staff to assist with event and program coordination including food pick-up, set-up, clean-up, and return or disposal of goods. Working with supervisor and other team members, support new and existing special programs including *Today in Georgia History* and other programs intended for general and adult audiences.

- Staff GHS programs as needed. Assist with outreach for public programs as needed.

Supervisory Responsibilities: None

Qualifications:

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.

Knowledge, skills, and abilities: Position requires poise, tact, and diplomacy as well as a demonstrated ability to work independently and as a part of a team. Ability to organize and to prioritize work and to act with initiative and good judgment required. Ability to deliver instruction. A 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. Interest or training in K-12 education including pedagogy, classroom management, or instructional experience. Knowledge of synchronous meeting software/platforms. Knowledge, interest, or training in teaching educational standards. Strong computer skills, including advanced knowledge of MS Office (especially MSWord, Excel, and Outlook – Publisher a plus).

Education: bachelor's degree from an accredited college or university in history, museum studies, non-profit or cultural resource management, or a related field. Master's degree preferred.

Experience: Three to four years of related work experience. Experience working with the public required.

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:

Program Associate

Georgia Historical Society

104 West Gaston Street

Savannah, GA 31401

Fax: 912.651.2831

Email: jobs@georgiahistory.com

No phone calls please
