



### **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](http://www.georgiahistory.com).

**Summary:** The Program Associate is responsible for working with others to implement educational outreach and other GHS programs including activities related to the *Georgia History Festival*, public lectures, online and in-person workshops, teacher trainings, 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 – 70%:**

- **Provide support to the Director of Education, 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*, Recognizing an Imperfect Past, the Community Archives Initiative, and other GHS programs. With guidance from appropriate project leads, 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 Public Programming and Research Needs. 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, including GHS staff presentations to Affiliate member audiences. Develop and disseminate bi-monthly electronic newsletter for Affiliate members. Coordinate print and electronic outreach to Affiliate distribution list 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 and outreach including mass mailing, 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*, the historical marker program, and other programs intended for general and adult audiences.
- Provide support for Research Center-related projects and campaigns, including the Community Archives Initiative. Conduct research to support various programs, initiatives, and campaigns, such as the marker program and various educational programs. Provide archival research for donor, member, and other external audiences, which may include content research across a variety of collections and repositories. May include Reference Desk or other customer service support, providing resources and information for patrons and/or program participants on an as-needed basis.
- Staff GHS programs as needed. Assist with outreach for public programs as needed.

**Supervisory Responsibilities:** None

**Qualifications:**

Position requires professionalism, adaptability, emotional maturity, and intelligence in a demanding and fast-paced environment with 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. Experience creating and/or implementing programming for students 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 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.

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**To Apply:**

Send Cover Letter, Resume, and Salary Requirements to:

Program Associate  
Georgia Historical Society  
104 West Gaston Street  
Savannah, GA 31401  
Fax: 912.651.2831  
Email: [jobs@georgiahistory.com](mailto:jobs@georgiahistory.com)

*No Phone Calls Please*