



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 other team members to implement educational outreach and other GHS programs including activities related to the *Georgia History Festival*, public lectures, online and in-person workshops, and teacher trainings. They also bolster the work of development, membership, and donor events. This is a full-time position based in Savannah, Georgia.

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

Percentage of Role – 40%:

- Works with 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 others; assisting with outreach to identified audiences; and working with program 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; coordinate outreach to teachers and other educational audiences; scheduling meetings, etc.

Percentage of Role – 35%:

- Bolsters development and membership activities within the institution: Assists with Salesforce to QuickBooks financial reconciliations, to include assisting with the creation of invoice reports and open-pledge reports within Salesforce. Assists with organizing and tracking details of membership and other development campaigns using Salesforce. Utilizes Salesforce, prepares event specific reports for departmental use (gift detail reports, summary reports, etc.). Assists with donor activities including oversight for the receipt and acknowledgement of donations. May attend and assist with coordination of membership recruitment parties and other donor parties or events. Assists with the coordination of the organization's special events such as the annual Trustees Gala, VIP donor receptions, and board receptions as well as other fundraising efforts outlined in the fundraising plan. This includes tracking RSVP's and interfacing with donors/guests to ensure exceptional experiences. Be available for occasional weekend and evening work to support fundraising, programming, and marketing activities.
- Team player with membership acquisition and renewal efforts. Working with the Accountant and Membership Manager to ensure accurate data decisions and entry, assists with member services such as payment processing and acknowledgement as well as premium fulfillment. Works with others to ensure monthly membership renewals and acknowledgements are correct and processed in a timely manner. Assists with ensuring paper files exist to backup electronic data. May enter, update, and maintain membership information in Salesforce and assist with membership promotions and direct mail campaigns. Provides guidance on membership-related tasks such as responding to requests for information and services, emailing updates (including newsletters) to distribution lists. Works with

others to create and implement member cultivation and upgrade strategies; analyzes and recommends modifications to the membership program as needed.

Percentage of Role – 25%:

- Strengthens Public Programming and Research. Under the direction of the VP of Education and Programs, this position will 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, this position will coordinate public requests for GHS staff presentations to outside groups. Work with other staff to assist with event and program coordination and outreach. Working with supervisor and other team members, this position will 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 donors, members, 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.

Supervisory Responsibilities: None

Qualifications:

This 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.

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.

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

No Phone Calls Please
