



## **Education and Outreach Specialist (Atlanta or Savannah Based)**

**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). This role can be based in Atlanta or Savannah, GA.

**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 Director of Education 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). 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. Develops and distributes educational materials 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 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 the Director of Education and other staff to create, collect, and report evaluation tools and strategies for GHS educational programs and initiatives. 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.

#### **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.

**Knowledge, skills, and abilities:**

Demonstrated knowledge of current trends in social studies, digital education, and educator professional development, with working knowledge of historical research and instructional use of primary sources. Proven ability to build strong relationships with K–12 stakeholders, manage multiple priorities, meet deadlines, and communicate effectively with diverse audiences. Skilled in presenting information clearly and persuasively, developing practical solutions, and balancing competing demands. Strong organizational and collaboration skills, with flexibility to work irregular hours and travel regularly to all parts of Georgia to include GHS specific events in Savannah, GA. Proficiency with MS Office and familiarity with social media for outreach, with knowledge of community organizing, advocacy, 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 alternate between sitting, standing, and walking. Must be able to reach with hands and arms, lift and carry objects up to 25 pounds occasionally, and use hands to manipulate objects including a keyboard/mouse and GHS collection material. Must be able to interpret documents and communicate with colleagues, donors, patrons, and the general public in person and over the phone.

**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](mailto:jobs@georgiahistory.com)

*No phone calls please*