

# Education Coordinator Position Announcement

## Coos History Museum

### Position Summary

The Education Coordinator is responsible for advancing the Coos History Museum's (CHM) mission to provide excellence in education and engage the local community. The position plays a vital role in teaching critical thinking skills based on the Museum's collection and exhibits, creating educational guides and curriculum, developing tours, and coordinating public programs that interpret history for a broad range of audiences. The Education Coordinator will build on existing programs and implement new ones to deepen community engagement and collaborate with partners to build diverse Museum audiences.

### Essential Job Functions

- Coordinate with public and private schools in the region to provide curriculum and field experiences, per Oregon Department of Education mandates, including *SB13 Tribal History, Shared History*.
- Oversee the development and implementation of other outreach programs targeted to the K–12 students and teachers, including traveling trunk curriculum-based programs and other initiatives that integrate the Museum's permanent collection and exhibits.
- Coordinate with local Tribes on education related curriculum and other activities.
- Schedule tours (i.e. schools, tour buses, senior living centers, etc.) as requested by Museum patrons and coordinate volunteer assistance as needed.
- Research, develop, and write educational materials in collaboration with the Curator and Marketing staff, such as visitor guides to exhibits, educator resources, and other educational content both online and in print.
- Identify speakers and manage public lecture series (ie. First Tuesday Talks).
- Organize panel discussions and other events in conjunction with exhibits, in collaboration with the Director, Curator and Marketing.
- Develop evaluation and assessment procedures for education programs and supervise their implementation, with relevant staff.
- In coordination with the Director, speak to civic groups and organize off-site public events (i.e. educational activities booth) to promote the Museum.
- Train volunteers to assist with Museum education goals as needed.
- Research and apply for education program grants, and assist with educational and outreach components of grant applications and reporting in conjunction with the Director.
- Establish and manage education department budget.
- Work with the Museum's Education Committee.
- Assist with annual fundraising events.
- Work with Director to produce monthly Board report.
- Provide Manager on Duty (MOD) support as needed.

### Skills and Qualifications

- Three to five years' experience in a related field, BA and K-12 Education Certificate preferred.

- Demonstrated experience and familiarity with educational and/or interpretive programming to meet the curriculum requirements of public-school systems.
- Excellent demonstrated written, oral, interpersonal and communication skills, and the ability to work with a diverse community.
- Able to work flexibly and collaboratively, performing effectively in a fast-paced environment with a high level of creativity and self-direction.
- Experience with recruiting, training and managing volunteers.
- Experience writing, managing and reporting on grants.
- Comfortable speaking to large groups of people.
- Demonstrated competence in Microsoft Office programs and on-line calendar management.
- Account for the prior 10 years of activities including, but not limited to, all employers (self-employment included)
- Possess a current and valid Oregon driver's license or be able to obtain one within 30 days of employment.

### **Physical Demands/Work Environment**

*(Physical demands described here are representative of those needed to successfully perform the essential functions of this position. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential job functions.)*

While performing duties of this position, employee is required to sit for extended periods, and frequently walk, stand and use hands to finger, handle or feel objects, tools or controls. Ability to assist with moving chairs and tables as necessary.

Some evening and weekend hours will be required.

**Location:** Coos Bay, Oregon

**Start Date:** When position is filled

**Salary:** This is an exempt, full time position, offered from \$28,000 to \$35,000, commensurate with experience, per year with health insurance and vacation benefits.

Interested candidates should respond by 5 PM, Pacific time, September 16, 2019 with a resume (accounting for the last five years, self employment included), references, and cover letter to:

Education Coordinator Search Committee

Coos History Museum

1210 Front Street, Coos Bay, OR 97420

541-756-6320

Or send to

[coordinatorsearch@cooshistory.org](mailto:coordinatorsearch@cooshistory.org)

Museum and community information are located at:

<https://cooshistory.org/employment-opportunities/>

Coos History Museum is an equal opportunity employer.