



POSITION ANNOUNCEMENT - PLEASE POST OR CIRCULATE

EDUCATION COORDINATOR

Announced February 23, 2018
Savannah, GA

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.

Position Summary

Reporting directly to the Director of Programs, the Education Coordinator will be responsible for designing, creating, and promoting original education resources in a variety of formats for diverse audiences. In addition, the Education Coordinator will actively participate in programs which are related to the institution and to education more broadly (such as the *Georgia History Festival*).

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

- Designs, creates, and promotes original education resources in a variety of formats including online and print materials.
- Develops standards-based educational materials for a variety of audiences.
- Develops programs and materials that highlight the GHS archival collection by encouraging the use of primary sources and historical research.
- Coordinates outreach events, field trips, and professional development sessions.
- Represents GHS at public and private events including development events, public programs, and educational conferences.
- Develops presentations for students and teachers.
- Acts as organizational liaison with K-12 teachers, administrators, and other educational personnel across the state and nation.
- Assists with special events as directed.

Qualifications:

Knowledge, skills, and abilities:

- Knowledge of current trends in social studies education, digital education, and educator professional development.
- Knowledge of curricular creation, educational models, instruction and outreach to diverse sets of stakeholders.
- Skill in technical and creative writing
- Ability to work with a variety of stakeholders in the K-12 community including students, teachers, principals, district coordinators, etc.
- Ability to develop standards-based educational materials for a variety of audiences.
- Ability to effectively communicate orally and in writing.
- Ability to work to meet deadlines and handle multiple priorities.

- Ability to work creatively, collaboratively, and effectively both as a team member and independently and to promote teamwork among colleagues.
- Ability to work with a diverse set of stakeholders.
- Ability to travel occasionally to all parts of Georgia.

Preferred Knowledge, skills and abilities:

- Knowledge of synchronous learning software (such as Zoom or Adobe Connect).
- Skill in video and/or sound editing.
- Skill with web content creation (WordPress experience a plus).
- Ability to deliver instruction online and in virtual setting.

Education:

Bachelor's degree in History or Education is required. Master's degree is preferred.

Experience Required:

Three (3) years' experience preparing and delivering educational materials, programs, and/or presentations. Formal classroom experience is required. State teacher certification is preferred.

To Apply:

Send cover letter, resume, and confidential salary history to:

Georgia Historical Society
104 West Gaston Street
Savannah, GA 31401
Fax: 912.651.2831
Email: jobs@georgiahistory.com
No phone calls please.