Position Description: Program Coordinator

Position summary: The Program Coordinator is responsible for the development, implementation, and assessment of multi-generational educational programs at the Ephraim Historical Foundation (EHF). The key components of this position are creating and delivering public programs on-site and at community partner locations, overseeing program and education volunteer activities, and working with local school districts and teachers to develop in-school programs and field trips. As is true for all non-profits, this person will take on additional duties and responsibilities beyond those outlined below as the Foundation’s mission and operations require and as the EHF Executive Director instructs.

- Year-round part-time hourly position: $20-$23 per hour, depending on experience.
- 20 Hours Per Week
- Simple IRA Plan and YMCA Membership Discount included.
- Reports to the Executive Director.

Responsibilities:
The Program Coordinator role is a highly visible position within the Ephraim Historical Foundation’s Museum environment focused on the development, oversight, and assessment of educational programs at the organization. This position is expected to:

- Develop, implement, and assess educational programs for all ages throughout the year.
- Oversee program and education volunteer activities.
- Work with Curator & Collections Manager to develop programs related to local history, recent research, and annual exhibition themes.
- Serve as point of contact for educational partnerships with community organizations and schools.
- Lead programs at EHF properties, at off-site locations, and in school classrooms.
- Plan and implement annual school field trip to EHF museums.
- Grant writing as needed.
- Assist with the set up and closing of museums at the beginning and end of the season.

Knowledge, Skills & Abilities Necessary:

- Knowledge of principles and best practices of education in the cultural sector.
- Demonstrated ability to build partnerships and work with individuals and community-based organizations.
- Broad knowledge of current trends in museums, education, and public programming.
- Exceptional communication skills and experience interacting effectively with the adults, children, and organizational partners.
- Excellent verbal, presentation, and written communication skills.
- Proficient with Microsoft 365 and Google Workspace.
- Ability to assist in planning annual budgetary needs and proven record in adhering to project schedules and budgets.
- Knowledge and skills in strategic planning and implementation.
- Ability to prepare clear, concise, and complete analyses, reports and supporting documentation.

**Education & Experience Requirements:**
A combination of experience and education that demonstrates possession of the necessary knowledge and abilities for this position is required as noted:

- Bachelor's Degree in Education, Museum Studies, or similar field preferred.
- Demonstrated experience with public programming in an educational setting.
- Experience working with volunteers.
- Ability to collaborate on a variety of projects with multiple stakeholders.
- Proven project management skills.

Please submit a cover letter addressing qualifications for this position, a resume, and three professional references electronically by June 10, 2024. (references will not be contacted without prior permission).

**Contact:** Cody Schreck, *Executive Director*
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