

Education Associate

The American Battlefield Trust, the only national non-profit organization dedicated to preserving our nation's battlefields from the American Revolution, the War of 1812 and the Civil War, seeks an Education Associate to help department staff at the direction of the Director of Education and Events.

To apply, please send a cover letter, resume, three references, and two writing samples of 2-4 pages each via e-mail to educationassociate@battlefields.org. No calls, please.

- **Location:** Washington, DC (Hybrid Office)
- **Department:** Education & Events
- **Job Classification:** Full-Time, Exempt
- **Salary Range:** \$52,000 - \$62,000
- **Benefits:** Vacation, sick leave, paid holidays, 403(b) retirement plan, employer-paid health, dental and vision insurance, employer-paid life and AD&D insurance, employer-paid disability insurance, paid parental leave, FSA, onsite gym at Washington, DC office

Position Summary

The Education Associate helps the department staff at the direction of the Director of Education and Events with various functions, from administrative and data-tracking tasks to light management of education & events department programs, projects, and priorities.

Supervisory Responsibilities

- Oversee billing submissions for the department.
- Oversee day-to-day admin activities of the various K-12 programs, especially the traveling trunk functions.
- Collect quarterly information for board packs and data reporting.
- Oversee monthly departmental newsletters.
- Oversee virtual content learning platform for lifelong learners.
- Department impact tracking of video projects, events, and virtual engagements.

Other Duties and Responsibilities

- Manage the administrative and communications functions of the Traveling Trunk Program; and assist with Generations and Military Field Trips efforts.
- Support virtual and on-site events hosted by the education and events departments, including but not limited to travel logistics, guest coordination, booking tours, meals, and other logistical items, communicating with attendees via email, and other events duties as assigned.
- Serve as main point of contact for department email correspondence with educators.
- Assist with the deployment and updating of K-12 lesson plans.
- Serve as the department's payment facilitator, receiving invoices, communicating with contractors/vendors, creating Payment Requests, and seeking approval and submission of the same.
- Track department activities, including but not limited to revenues, expenses, those engaged in person and digitally, as well as their feedback and the outcomes of our programs.
- Oversee the tracking of video projects in production from conception to deployment on the web.
- Track and support the department's Liberty Trail efforts.
- Website content creation and management.
- Assist with departmental reporting for board and staff meetings.
- Take over tasks from other department staff (namely the director of education and events, and chief historian) to free them up for project work and ideation.

Required Skills and Experience

- A commitment to the mission of the American Battlefield Trust--a genuine interest in history and preservation is a plus.
- Self-motivated, detail-oriented individuals with solid written and verbal skills plus superior organizational capabilities.
- Excellent computer skills with experience in Microsoft Office, Adobe, and Zoom.
- Knowledge of CYPHER learning and/or CVENT platforms is a plus.

- The ability to work independently and with coworkers on collaborative projects.
- The ability to organize and prioritize work from multiple managers and to ask for help when needed.
- The ability to work well under pressure and with deadlines.
- The ability to travel independently or in groups.
- The inherent habit of asking for more work if time allows.

Education, Experience, and Other Eligibility Requirements

- A bachelor's degree in History, Historic Preservation, or Education from an accredited college or university.
- Two to three years of experience performing administrative and organizational tasks in a workplace environment.
- Event support or planning experience is a plus.
- Video editing experience is a plus.

Work Environment

- The Trust strives to be the best in the world at what it does and places excellence above all else. We are a partly remote environment whose culture trends irreverent—we are serious about what we do and strive to create a fun environment where people want to work. Departments are not like silos—we work collaboratively across departments.

Travel Required

- Travel to the annual National Teacher Institute every July.
- Travel to select annual member tours and events in the spring and fall.
- Some travel for offsite planning meetings as required.

Physical Requirements

- Must be able to walk around the office and hotel event spaces, walk up to ½ mile at a time on battlefields, and lift up to 35 pounds at a time.

Other Duties

- Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the

employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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TRUST ★ ★ ★

PRESERVE. EDUCATE. INSPIRE.