

Education Coordinator, The Goff Center for Education & Public Programs

Position Summary

The Rhode Island Historical Society is seeking a dynamic Education Coordinator to help expand the reach of our educational offerings across the state, particularly through Rhode Island History Day, our state's National History Day program. This position is an opportunity to be a part of the development of engaging and thoughtful educational experiences and materials for Rhode Island's only statewide history organization. The Education Manager will help ensure that Rhode Island's K-12 students and their teachers are equipped with the tools they need to better understand the past as they shape the future of our community.

The ideal candidate will be highly organized and have exceptional follow-through and interpersonal skills. They should have a proven ability to work collaboratively, both internally and externally, and balance multiple priorities. They should also share a personal commitment to the RIHS's mission of welcoming everyone to engage with Rhode Island's complex and significant past through its collections, museums, and educational initiatives.

This position reports to the Senior Director for Advancement & Public Engagement and will be part of a highly collaborative and enthusiastic team, including the Public Engagement Manager and Communications Coordinator. They will also work closely with the teams at the John Brown House Museum, Museum of Work & Culture, and Robinson Research Center.

Essential Duties & Responsibilities

Duties and responsibilities include, but are not limited to:

- Serve as the Rhode Island History Day Coordinator, managing administrative aspects of Rhode Island History Day programs, including registration and scheduling, participation data tracking, and support for students and teachers;
- Conduct in-person and virtual outreach to students and teachers to strengthen engagement in Rhode Island History Day;
- Serve as the primary liaison between National History Day staff and the Rhode Island Historical Society, including attending any necessary trainings;
- Along with the Public Engagement Manager, manage the Rhode Island History Day State Contest, taking the lead in the areas of judge training, judging schedules, winner tabulation, and award materials (medals, certificates, etc.);
- Organize RI participation in the National History Day competition in College Park, MD, including scheduling student feedback sessions, managing registration, arranging for enrichment activities in MD and DC, and attending the National Contest;

- Implement professional development opportunities for educators, including coordinating the involvement of speakers, site logistics, registration, and post-session administration;
- Work with the Communications Coordinator to promote programs and workshops, as well as updates related to RIHS educational initiatives for eblasts, member magazines, and social media;
- Coordinate participation in educational initiatives with RIHS partners like the Smithsonian and Gilder-Lehrman;
- Track engagement and collect data on outreach and participation outcomes;
- Provide data and materials for the promotion of financial support for RIHS educational initiatives;
- Work with the Senior Director for Advancement & Public Engagement on RIHS educational initiatives, such as the expansion of *Encompass*, the RIHS's digital RI history textbook; the development of new lesson plans; and support of RIHS museum staff in the development of site-specific educational resources.

Position Qualifications

We are seeking a team member who excels in project management, is detail-oriented, and is a skilled communicator. The ideal candidate should have:

- A strong working knowledge of K-12 educational best practices;
- Experience managing multiple projects simultaneously;
- The ability to recognize opportunities and make connections between initiatives;
- The strong interpersonal skills needed for building authentic partnerships; and
- A creative mindset and enthusiasm for collaboration.

Candidates should also be proficient in the Google Suite of products. Have a valid U.S. driver's license and access to reliable transportation for in-person responsibilities. Experience using Canva is a plus.

Work Environment & Physical Requirements

This is a full-time, non-exempt position and requires a flexible schedule for regular business hours Monday through Friday, as well as other hours to support RIHS educational programs that may occur on evenings and weekends. There will be required travel with this position: around RI, the National History Day contest in College Park, MD, and training that may be national or regional.

While performing the duties of this position, the employee is frequently exposed to the following:

- Noise, such as groups of people working in enclosed areas or crowds at public events

- Typical office environment

Please note, that there is no elevator access above the first floor of the Aldrich House (where this position will be based); all attempts at reasonable accommodation will be made with notice of need.

Compensation & Benefits

The Rhode Island Historical Society offers a competitive and comprehensive salary and benefits package. This is a full-time position and therefore includes such benefits as health insurance, optional vision and dental insurance, paid vacation time (starting at two weeks and becoming three after one year of service), paid sick time (accruing at a rate of 1 day per month), and paid holidays, as well as a 403b plan with RIHS contribution after 2 years of service. The salary is \$47,000-\$52,000 to be revisited after three months and reviewed annually.

To apply for this position, please email your resume/CV and cover letter to jobs@rihs.org with “Education Coordinator” in the subject line. Applications will be considered on a rolling basis.

Why do we ask for a cover letter? Because communication, including written, is central to this position. The cover letter is an important way for us to learn about your writing style, as well as your interest in the position. We read them all!

About the Rhode Island Historical Society

The Rhode Island Historical Society, the state's oldest and only statewide historical organization, welcomes everyone to engage with Rhode Island's complex and significant past through its collections, museums, and educational initiatives. Founded in 1822, the RIHS is an advocate for history as a means to develop empathy and 21st-century skills, using its historical materials and knowledge to explore topics of timeless relevance and public interest. As a Smithsonian Affiliate, it is dedicated to providing high-quality, accessible public programming and educational opportunities for all Rhode Islanders through its four sites: the John Brown House Museum, the Museum of Work & Culture, the Mary Elizabeth Robinson Research Center, and the Aldrich House.

The Rhode Island Historical Society is an equal opportunity employer. We do not discriminate in hiring or employment against any characteristic protected by federal, state, or local law.