



Job title: Education and Outreach Coordinator

Job status: Part time, 30 hours/month, 25% in-person (minimum)

Hourly rate: Starts at \$30/hour

Reports to: Director

Summary

The Education and Outreach Coordinator plans, designs, trains, and oversees implementation of innovative educational curricula and workshops. These opportunities are geared towards K-12 students/teachers and non school-based organizations. Outreach activities may include educational programs such as classroom visits, private or public presentations, and group tours of the museum that support outreach offerings. The Education and Outreach Coordinator also assists in supervising and mentoring summertime museum docents.

Responsibilities

Curriculum and workshop development

- Developing proprietary ACC curricula for external use (including, but not limited to assessment, design, implementation, and implementation guidance)
- Collaborating with tribal historians and educators throughout the development process
- Producing companion guides for curriculum and workshop as necessary

Educational outreach

- Consulting with island-based schools on current lesson plans pertaining to Native American studies/Wampanoag history
- Planning for routine ACC offerings to all island-based schools
- Coordinating classroom visits, external presentations, and lesson extension group tours
- Assisting Director with building capacity to expand educational outreach

Examples of other related work

- Supervising and mentoring summertime docents and volunteers
- Assisting Director with grant applications, reports, and records related to job function
- Establishes and monitors educational outreach goals and performance

Required skills/abilities

- Considerable knowledge of the principles and practices of curriculum development
- Skill in public speaking, presentations, and designing programs
- Excellent written and verbal communication skills
- Ability to organize, present and communicate messages effectively through design
- Project management and organizational skills
- Effective collaboration with team, board, and other thought partners
- Comfort with learning new software and using technology to store and deliver curricula, workshops, and presentations

Relevant education and experiences:

Graduation from an accredited four-year college or university with major course work in education, social work, or a related field with previous experience in community outreach programs, education, and a strong background in public speaking; or, an equivalent combination of education, training, and/or experience to be determined by the hiring manager and ACC Board of Directors.