



## Civics Education Coordinator

### Job Description

Job Functions:	Project Coordinator
Location:	History Museum on the Square
Reports to:	Education Manager
Employment Status:	Three-year, Full-time, Non-Exempt Hourly
Salary:	\$15/Hour
Regular Hours:	40 hours/week - Monday through Friday Must have some weekend availability

#### Primary Responsibilities:

The Civics Education Coordinator will lead the development of citizenship education programming for a three-year Musgrave Grant. They will establish partnerships with organizations for curriculum development and reach out to non-traditional educational groups in Greene County and southwest Missouri. Additionally, this position will support other education programs at the History Museum on the Square.

#### Specific Duties:

- Develop curriculum and programs related to citizenship, historical citizenship, and character building based on Musgrave core program objectives.
- Coordinate and develop event days for Girl Scouts and Boy Scouts in the first year.
- Build relationships with partners for robust citizenship programming in years 2 and 3.
- Establish and oversee the Project Advisory Committee.
- Increase outreach opportunities for schools, professional development, and non-traditional educational groups.
- Strengthen relationships with area school systems, homeschoolers, scouting organizations, and other non-traditional educational groups.
- Assist in managing Musgrave grant funds and coordination.
- Participate in special events and weekend programs as required.
- Develop, coordinate, and evaluate in-house learning and educational outreach programs.
- Collaborate with museum staff to develop programs, exhibits, marketing campaigns, and fundraising events.
- Assist in grant writing and finding additional funding sources.
- Lead or represent the museum during field trips.
- Assist with museum coverage, including front desk and galleries.
- Assist with office phone, visitor inquiries, and tours as needed.
- Fulfill other assigned duties.

#### Requirements:

- Bachelor's degree in Education, Museum Studies, or related field.
- Experience planning and overseeing youth programs in formal and informal education.
- Excellent communication skills.

- Positive and professional attitude.
- Supervisory and/or leadership experience.
- Familiarity with technology, new media, and interactive displays.
- Physical ability to move objects weighing up to 30 pounds, to climb stairs and ladders, to stoop, kneel, and crouch preferred.

Job Knowledge, Skills, and Abilities:

- Experience in creating and leading educational experiences.
- Creative, collaborative, and skilled in problem-solving.
- Excellent written communication for diverse groups.
- Strong verbal communication in public speaking and with partners, funders, and affiliates.
- Ability to establish and maintain positive relationships with diverse groups.
- Organizational skills to manage multiple projects and handle unexpected situations.
- Ability to meet deadlines and budgets.
- Demonstrates professional communication at all times.
- Strong commitment to social responsibility, diversity, equity, and inclusion.
- Proficient in Microsoft Office, email, and web-based research.