

JOB TITLE:	#1006 Program Associate, K-12
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906
SALARY:	\$3,407.00 monthly minimum
STATUS & HOURS:	Full-time, project (2,088 annual hours) position working through September 30, 2017. Renewal dependent upon funding and program need.
CLASSIFICATION:	08L Professional
HIRING MANAGER:	Program Manager, Teacher Education & Curriculum
POSTING DATE:	January 18, 2017
DEADLINE DATE:	Application materials must be received by February 1, 2017
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Program Associate, K-12 to further the MNHS strategic goal of connecting MNHS to K-12 students and teachers, serving as a voice for the education programs and initiatives (both internal and external), and communicating with a variety of audiences about educational opportunities through MNHS and professional organizations. This position functions in two primary areas: development and delivery of high-quality professional development for teachers and communication/promotion of MNHS programs and services to the K-12 market.

SUMMARY OF WORK: 1) design, develop, and implement teacher professional development programs related to curriculum materials; 2) work individually and in collaboration with colleagues to communicate with K-12 teachers, including coordinating marketing efforts, processing registrations, fulfilling orders, and tracking financial transactions; 3) research and develop physical and digital curricular resources that address state standards; 4) work with K-12 and other staff to develop high-quality physical and digital experiences for students at MNHS sites and museums across the state; and 5) actively represent MNHS in professional organizations, advisory boards, and other forums in order to keep Society staff informed on educational best practices relating to K-12 education.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in business, education, or humanities discipline or related field plus three years experience working in education, curriculum development, or sales to K-12 audience or equivalent OR an advanced degree plus three years program experience or equivalent.
- Demonstrated ability to develop pedagogical strategies that incorporate primary sources.
- Knowledge of K-12 teaching practices and types of curriculum used by K-12 teachers and students.
- Ability to write and edit engaging copy in both print and digital formats for students and teachers.
- Familiarity with and ability to use social media platforms such as twitter and Facebook.
- Computer skills necessary to develop quality materials and activities.
- Ability and willingness to travel both in-state and regionally.
- Strong written, oral, and interpersonal communication skills, in particular with K-12 audiences.

DESIRABLE QUALIFICATIONS:

- Familiarity with the teacher and student components of current MNHS curriculum, including *Northern Lights*.
- Familiarity with educational standards and the structure of education delivery in Minnesota.
- Experience in classroom teaching in upper elementary, middle, or high school levels.
- General knowledge of Minnesota and United States history.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

Attn: [Fill in Job Title] Minnesota Historical Society 345 Kellogg Boulevard West St. Paul, MN 55102-1906	Attn: [Fill in Job Title] Email: humanresources@mnhs.org	Attn: [Fill in Job Title] Fax: 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment. EEO

Applications will be acknowledged - No phone calls please -