

JOB TITLE:	#1152 Program Associate, Diversity Outreach
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center
SALARY:	\$3,308.00 monthly minimum
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position
CLASSIFICATION:	08L Professional
HIRING MANAGER:	Program Supervisor, Education Diversity Outreach
POSTING DATE:	August 28, 2014
DEADLINE DATE:	Application materials must be received by September 12, 2014
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Program Associate, Diversity Outreach to support the Society's Diversity & Inclusion initiative and deliver educational and outreach programs with an emphasis on serving minority and underrepresented communities, middle schools, high schools and institutions of higher education.

RESPONSIBILITIES: 1) History Day outreach to inner-city schools and diverse communities in out-state communities; 2) support institutional programs that engage diverse audiences; 3) support the internship and/or fellowship program for minority college students; and 4) facilitate institutional efforts to sustain the Diversity & Inclusion initiative related to the Strategic Priority for Diversity & Inclusion.

MINIMUM QUALIFICATIONS:

- Bachelor's degree plus three years program experience or equivalent in history, museum studies, or a related field OR an advanced degree plus two years program experience or equivalent.
- Two years of experience in history teaching or developing youth programs.
- Ability to facilitate workshops and classroom presentations for students.
- One year of experience delivering educational programs for minority and/or disadvantaged students.
- Strong organizational skills are needed to facilitate student programs and assessment strategies.
- Strong written and verbal communication skills.
- Ability to nurture positive interaction among students and lead successful classroom presentations.

DESIRABLE QUALIFICATIONS:

- Experience developing or coordinating programs for college students.
- General knowledge of Minnesota history and the history of the principal racial, ethnic and cultural groups within the state.
- Knowledge of Diversity Outreach programs.

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 -