

JOB TITLE:	#1160 Program Associate, Education Outreach
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center
SALARY:	\$3,308.00 monthly minimum
STATUS & HOURS:	Full-time, project (2,088 annual hours) position working through June 30, 2015. Renewal dependent upon funding and program need.
CLASSIFICATION:	08L Professional
HIRING MANAGER:	Director, Education Outreach
POSTING DATE:	October 30, 2014
DEADLINE DATE:	Application materials must be received by November 14, 2014.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Program Associate, Education Outreach to provide program services to teachers and students participating in Education Outreach programs.

RESPONSIBILITIES: 1) coordinate the administration of Educational Achievement strategic priority programming; 2) facilitate the sales and support of the Northern Lights textbook and other MNHS curriculum products; 3) assist in the coordination of National History Day in Minnesota; 4) support the administration and coordination of Teacher Education Workshops; 5) support the research and development of curriculum products; and 6) facilitate the development of evaluations and reports and the recognition of program donors.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in history, education plus three years program experience or equivalent OR and advanced degree plus two years program experience or equivalent.
- Knowledge of Microsoft Office (Windows, Word, Excel, & Access).
- Strong organizational skills and commitment to meeting deadlines.
- Strong oral and written communication skills.
- Strong interpersonal skills.
- Ability to prioritize and manage multiple work assignments.
- Experience with customer service.
- Comfort with being directed by multiple key program managers.
- Knowledge of elementary and middle school teaching practices and the structure of education delivery in Minnesota.
- Research and writing skills.
- One year of experience working in history education or public programs.
- Knowledge of the Society’s programs, procedures and priorities.

DESIRABLE QUALIFICATIONS:

- Administrative or operational experience with a statewide History Day program.
- Experience working with traditionally under-represented communities.
- Familiarity with the teacher and student components of current MHS curriculum, including Northern Lights.
- 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 -