

JOB TITLE:	#1208 Program Associate, History Day
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, 2017. Renewal dependent upon funding and program need.
CLASSIFICATION:	08L Professional
HIRING MANAGER:	Program Manager II, History Day
POSTING DATE:	June 16, 2015
DEADLINE DATE:	Application materials must be received by June 30, 2015.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Program Associate, History Day to deliver educational outreach programs through National History Day with an emphasis on serving urban and suburban schools with diverse student populations.

RESPONSIBILITIES: 1) History Day outreach to inner-city schools, reservation schools and/or suburban communities with diverse student populations; 2) coordinate enriched educational experiences for History Day classrooms; 3) assist in the coordination and documentation of student support programs and contests for National History Day in Minnesota; and 4) coordinate summer enrichment programs, educational immersion field trips and campus access programs with an emphasis on the participation of minority students.

MINIMUM QUALIFICATIONS:

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

DESIRABLE QUALIFICATIONS:

- Experience developing or coordinating programs for college students.
- Experience with photography, video shooting and video editing.
- Knowledge of the Diversity, Inclusion and Community Engagement program at the Society.

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 -