



## **POSITION DESCRIPTION**

**Title:** Education Coordinator

**Reports To:** Education Director

**FLSA Classification:** Non-Exempt

**Approved By:** Education Director & Human Resources Manager

**Effective Date:** June 2019

### **POSITION SUMMARY**

Under the leadership of the Education Director, the Education Coordinator will create and deliver educational programs and assist in program development to further the mission and strategic vision of the Museum. The Education Coordinator performs and delivers all educational programs and services including: school group tours, night flights, homeschool days, Scout merit badges, camps, and other education-related events. This position requires an effective communicator who can interact with diverse individuals in a small and large group settings representing the Museum to external customers, including school administrators, teachers, students, and parents, in addition to internal customers.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Performs onsite educational presentations that reflect the mission of the Museum “to inspire and educate, promote and preserve aviation and space history, and honor the patriotic service of our veterans” to various types of groups, including: school groups, homeschool student and parent days, camps, and other educational events.
- Serves as content expert for all Education department offerings; self-markets to targeted individuals and groups to maximize opportunity potential.
- Corresponds with schools and organizations about event registration and museum visits.
- Engages proactively with Marketing Department to ensure efficient coordination of Education program and event schedules with planned and requested Education services.
- Manages and maintains all education-related data in the reservation management system, including scheduling, entering and updating contact names, phone, address, and email information.
- Creates new programs that adhere to the Science, Technology, Engineering, Math (STEM), and Arts (STEAM) and Common Core science benchmarks.
- Evaluates customer feedback to identify ways to continuously improve Educational program offerings.
- Maintains program budgets and ensures that all check requests and purchase orders related to these budgets are in compliance with the Museum’s Finance department guidelines.
- Informs admissions and volunteer staff on current and future education-related programs or promotions.
- Promotes a Safety-First culture regarding environmental health, safety, and fire precautions and preparedness.
- Adheres to EASM polices/procedures.
- Performs other duties as assigned by the Education Director.

## **QUALIFICATIONS**

- Requires a High School Diploma; Bachelor's degree in Education, History, Aviation or a related field is preferred.
- Experience working in educational settings, especially with K-12 school-aged children is required.
- Three (3) years of work experience in a museum or educational environment preferred.
- Certifications in educational instruction from an accredited institution or organization is advantageous.
- Any combination of experience and education will be considered instead of meeting exact qualifications.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to perform a variety of tasks concurrently with competing deadlines in a demanding environment.
- Ability to continually evaluate and recommend changes to existing educational efforts to achieve maximum opportunity potential.
- Strong interpersonal and communication skills, in writing and orally across various media.
- Good project management experience, including time management, coordination, and organizational skills.
- Strong creative and visionary abilities to add value to current or future educational programs or curriculum.
- Must be self-motivated and able to work alone and without supervision much of the time.
- Good analytical thought process, including problem solving and decision-making skills and abilities.
- Solid computer-proficiency skills and abilities, including membership or related programs, applications, and databases as well as Microsoft Outlook, Word, Excel, and PowerPoint.
- Must be available to work a variable schedule to include evenings, weekends, overnight and Holidays.

## **PHYSICAL DEMANDS**

- Regularly performs tasks with hands and fingers for grasping and holding objects.
- Regularly performs office-related tasks at a desk or workstation while sitting, such as: keyboarding, phones, handwriting, filing, etc.
- Sometimes pushes, pulls, lifts, and/or carries up to 50 pounds across a distance with or without supportive devices.
- Sometimes stands, walks, bends, stoops, crouches, reaches, climbs, and kneels throughout the work day.
- Sometimes drives or travels by car; rarely travels out-of-area or overnight.

## **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.