

Position Title: Education Programs Coordinator

Department: Visitor Experience

Reports to: Director of Visitor Experience

Grade:

Status: Exempt, Full-Time

Date: November 2018

The ***Education Programs Coordinator*** is responsible for the ongoing development, planning, budgeting, coordination, evaluation, and improvement of all educational programs and events for children, families, adults, teens, and student groups. Educational programs will offer the public diverse opportunities for meaningful connections to our themes: History, Art, Environment, and Family. The ***Education Programs Coordinator*** must feel equally comfortable developing and delivering programs in the fields of environmental sciences, history, and the arts for diverse audiences.

Responsibilities

- Assumes leadership developing, planning, coordinating, implementing and evaluating all education programs including workshops, classes, and events for adults, students, and families.
- Collaborates with members of the VEX team and other departments.
- References the mission of the Edsel & Eleanor Ford House, the strategic plan, and the interpretive master plan in aligning programming themes, content, and delivery with the goals of the organization.
- Researches current and potential audiences for current and future programs. Brings mission and audience information together to enhance current programs, cultivate new audiences, and provide dynamic and robust programming.
- Collaborates with the VEX team to redesign school tours, and develop new school tours, based in Ford House research, and pedagogical best practices.
- Collect survey data about programs. Use data to enhance and improve programs.
- Foster relationships with community partners and develop meaningful outreach programs
- Collaborate, site wide, with other departments on visionary initiatives, and details related to educational programs and events.
- Generate and manage budgets for educational programs and events
- Participate in ongoing professional development
- Maintain memberships and activity in professional organizations
- Participate in educational programs and events, including weekends and holidays
- Teach environmental education workshops, and lead environmental tours for children and adults
- Develop online content related to programming and exhibitions for teachers and students and potential visitors.
- Manage bird watching and water testing programs

Education, Experience and Skills

- A Bachelor's degree in environmental science, natural history, museum studies, arts, or education. A Master's degree is preferred.
- Experience developing and managing educational programs and events, including experiential/hands on learning.
- Experience with interdisciplinary educational strategies.
- Two years of workshop and or classroom teaching experience. Experience teaching adults, students, and families preferred.
- Familiarity with current pedagogical strategies. Familiarity with the meaningful engagement of State and Common Core Standards preferred.
- A demonstrated record of creativity, flexibility, and adaptability.
- Excellent organizational skills.
- Excellent written communication skills.
- Excellent oral communication, interpersonal, and customer service skills- for a variety of audiences.
- Excellent project management skills.
- Ability to present information in a variety of formats, to a variety of audiences, and to communicate Ford House's mission with passion.
- Ability to multi-task and effectively manage concurrent projects and deadlines.
- Demonstrated record of budget management.
- Strong computer skills and interest in emerging technologies.
- Interest in green technologies including geothermal and solar energy generation.
- Initiative and ability to work independently, and also embrace guidance offered by leadership.
- Ability to plan three years out.

HOW TO APPLY

Submit cover letter, resume', and salary requirements to jobsearch@fordhouse.org.