



RICE COUNTY HISTORICAL SOCIETY

1814 NW Second Ave. ♦ Faribault, MN 55021 ♦ 507-332-2121

Position Title: Education & Outreach Coordinator
Reports To: Executive Director
Employee Category: Hourly/Part-Time (20 hours/week)
[This is a 3 year-endowed position, with the possibility for continuation]
Hourly Pay Range: \$16-18/Hour
Benefits: PTO, Paid Holidays, Simple IRA Retirement Plan (after 1 year)

Supervision Received/Exercised

The Education & Outreach Coordinator receives general supervision from the RCHS Executive Director. The Education & Outreach Coordinator has supervisory responsibilities for Education volunteers and interns.

Job Description:

The Education & Outreach Coordinator plans and manages RCH's education programs including, but not limited to, school tours, monthly speaker series, kid's day programs, walking tours, and community presentations. They are responsible for seeking out new and existing opportunities for programs in the communities served by the Rice County Historical Society. This position will also be tasked with seeking out and writing, in concert with the Executive Director and other staff/volunteers as necessary, grants and other funding opportunities to support new and existing programs and initiatives. This role is further responsible for working closely with the Executive Director on organizational outreach including but not limited to, event promotion, attending community events, social media, research requests, and developing community engagement. In this capacity, the role will assist in the creation of promotional materials, help to maintain and update the RCHS website and social media, and work with local communities to strengthen relationships.

On occasion, they will attend events and programs after-hours and assist with set up and take down of these events. They will perform other duties as assigned. Core hours are to be worked Monday through Friday during museum hours, with a flexible work schedule as needed including occasional weekend and evening hours.

Specific Education & Outreach Coordinator Duties and Responsibilities:

Programing & Education

- Work with local school districts, parochial schools, home school groups, and other educational institutions to plan, develop, and host tours
- Use Social Studies standards to ensure RCHS programs meet key standards for various grade levels
- Work with the Education Committee and Community Partners/Schools to develop and refine new school programs
- In collaboration with RCHS Staff, Volunteers, and Community Partners, Develop, Assist, and Attend all monthly Kid's Day Saturday Program
- In collaboration with RCHS Staff & Volunteers, Develop and Implement in-school presentations and programs provided by RCHS
- Develop and Promote monthly speaker series and other RCHS programs in collaboration with the Executive Director, Education Committee, and Programs and Events Committee

- Develop and Implement Community Presentations outside of RCHS facilities in the broader community
- Attend and Assist with all RCHS Programs and Events
- In collaboration with RCHS Staff, assist in developing and hosting High School and College Internships

Volunteer Management

- Work with the Executive Director and Membership & Volunteer Committee to identify and bring in new volunteers
- Cultivate an ongoing list of Volunteer programs and align new and existing volunteers to those needs
- Help ensure a positive and welcoming atmosphere for new and existing volunteers

Community Engagement

- Along with other RCHS Staff and Volunteers, attend local community festivals and celebrations
- Coordinate RCHS' attendance at Community Festivals, Events, and other venues where RCHS can promote itself to the community
- Along with the Executive Director, work with local newspapers to promote and highlight RCHS programs, events, and activities to the community
- Represent and Promote RCHS at community, business, and social functions in partnership with RCHS Staff and Board Members

Administrative Support

- Assist the Executive Director and Volunteers in assembling the Quarterly Newsletter
- Assist the Executive Director in Maintaining and Updating all RCHS Websites and Social Media Platforms
- Assist the Executive Director in preparing and/or distributing Media Releases and Promotional Fliers for upcoming events and activities

General Responsibilities

- General administrative tasks (answer phones, help visitors, run store till) as needed
- Assist with researchers (online, telephone, and in-person) as needed
- Assist in the preparation of documents such as the newsletter and media releases as requested by the Executive Director
- Maintain electronic filing system as needed following RCHS Record Retention Policy and Filing Taxonomy
- Help maintain all RCHS Google Calendars as needed

Other duties as assigned

MINIMUM QUALIFICATIONS FOR EDUCATION & OUTREACH COORDINATOR TO THE EXECUTIVE DIRECTOR:

Education and Experience

Bachelor's Degree in Education, Social Studies, History, or related field with a minimum of 2 years of relevant experience.

Desirable Qualifications

Master's Degree in Education, History, Social Studies, or related field with a minimum of 1 year of relevant work experience.

ADDITIONAL INFORMATION:

KNOWLEDGE AND SKILLS

Knowledge of: the principles lesson planning, teaching, and volunteer management

Skill in: customer service to people of all ages and backgrounds, oral and written communication, multi-tasking, time management, newsletter creation, web publishing, website management, social media, grant writing, database tools (experience with PastPerfect is a plus), and Microsoft Office Suite.

PHYSICAL AND ENVIRONMENTAL CRITERIA

In compliance with the Americans with Disabilities Act, the following represents the physical and environmental demands for this position. The employee must be able to perform the essential functions with or without accommodation.

Physical demands that may be required continuously (2/3 or more of the time), frequently (1/3 to 2/3 of the time), and occasionally (up to 1/3 of the time) are noted below:

Continuous demands: repetitive movements of the hands, wrists, and fingers.

Frequent demands: fine dexterity; standing; sitting; lifting, carrying, pushing, or pulling up to 30 lbs of force; handling of materials; using the stock lift in the Collections Storage Room.

Occasional demands: walking; lifting, carrying, pushing, or pulling between 10 to 50 lbs of force; climbing; balancing; stooping; kneeling; twisting; bending; and reaching.

Sensory requirements necessary in the performance of the essential functions of this position include: sight, hearing, and touch.

Environmental conditions that may exist in the performance of the essential functions of this job include: the majority of the workday is spent indoors.

Please submit a cover letter, resume, and three references to Dave Nichols, Executive Director, by email to director@rchistory.org or by mail to 1814 2nd Ave NW, Faribault, MN 55021. Review of materials will begin on November 12; the position will remain open until filled.