



RICE COUNTY HISTORICAL SOCIETY

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

Position Title:	Education & Outreach Coordinator
Reports To:	Executive Director
Supervises:	Volunteers, Interns, & Community-Based Work Study Students
Employee Category:	Hourly/Part-Time (20 hours/week), occasionally evening and weekend hours
Pay Range:	\$17-19/Hour [\$17,680 - \$19,760]
Benefits:	Paid Time Off; Simple IRA Plan (after 1 year); Paid Medical/Family Leave (via State of MN Paid Medical & Family Leave Program); Paid Holidays

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 manages and oversees RCHS' programs and events including, but not limited to, school tours, community presentations, workshops, and special events. 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, website management, and developing community engagement. In this capacity, the role will assist in the creation of promotional materials, maintain and update the RCHS website and social media, and work with local communities to strengthen relationships.

Specific Duties and Responsibilities:

Programming & Education (40%-50)

- Coordinate 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
- Develop and Implement in-school presentations and programs provided by RCHS, including but not limited to in-class and after-school programs
- Develop, implement, and promote RCHS programs in collaboration with the Executive Director, Education 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
- Facilitate Programs & Events Committee, including communicating with members regarding upcoming meetings and events.
- Facilitate Education Committee, including communicating with members regarding upcoming meetings and events.
- Collaborate with other RCHS Staff to find and obtain grants for educational programs and initiatives

Volunteer Management (20-30%)

- Onboard and facilitate new volunteers into the organization
- Collaborate with RCHS Staff to develop volunteer needs and projects
- Align new and existing volunteers to identified project needs
- Collaborate with the Executive Director and Membership & Volunteer Committee to identify and bring in new volunteers
- Help ensure a positive and welcoming atmosphere for new and existing volunteers
- Coordinate Volunteer schedules for projects and events in collaboration with other Staff

Community Engagement & Outreach (30-40%)

- Coordinate and facilitate RCHS' attendance at Community Festivals, Events, and other venues where RCHS can promote itself to the community
- Develop and distribute promotional materials across multi-media channels and outlets to promote and highlight RCHS programs, events, and activities to the community
- Maintain and update all RCHS Social Media Platforms and websites to promote RCHS events, programs, campaigns, and initiatives
- Represent RCHS at community and business functions in partnership with RCHS Staff and Board Members
- Represent and Promote RCHS in media and publications
- Assist in the preparation and dissemination of the newsletter and other publications with the Executive Director

General Responsibilities

- General operational tasks (answer phones, help visitors, run store till) as needed
- Assist the Executive Director in managing and updating the RCHS Website

Other duties as assigned

MINIMUM QUALIFICATIONS FOR EDUCATION & OUTREACH COORDINATOR:

Education and Experience

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

Knowledge and Skills

Knowledge Set: Principles of Volunteer Management, Event Management

Demonstrated Proficiencies: Program Development, Customer Service, Oral & Written Communication, Public Speaking, Graphic Design

Technical Proficiencies: Microsoft Office Suite, Google Suite, Meta Business Suite

DESIRABLE QUALIFICATION INFORMATION:

Education and Experience

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

Knowledge and Skills

Knowledge Set: Minnesota Social Studies Curriculum & Marketing Principles

Demonstrated Proficiencies: Grant Writing, Lesson Planning

Technical Proficiencies: Entry-level Database Management, Website Management

Please submit a cover letter, resume, and three professional 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 17; the position will remain open until filled.