



Chinese Historical Society of America

Education & Public Programs Coordinator

Full time 40 hours/week, temporary non-exempt position

Reports to: Deputy Director

Education & Programs Coordinator

Full-Time Temporary Position September 2019 - March 2020

ABOUT CHINESE HISTORICAL SOCIETY OF AMERICA

Chinese Historical Society of America Museum is dedicated to the interpretation, promotion, and preservation of the social, cultural and political history and contributions of the Chinese in America.

POSITION DESCRIPTION

Chinese Historical Society of America seeks an energetic and qualified professional to serve as its Education & Programs Coordinator. The Coordinator acts as project manager for a number of key education initiatives and provides administrative support for the department as a whole. The position reports to the Deputy Director and participates actively in collaborations with staff and volunteers throughout the Museum. Additionally, the Coordinator is in a public-facing role, interacting frequently with educators, students, and members of the general public. CHSA has a collaborative culture; as with all staff, the Education & Programs Coordinator acts to support teamwork, open communication, trust, and respect among peers. This is a full-time position that requires weekend (Saturday & Sunday) and some evening work.

Responsibilities:

- Develop and implement educational programs including tours, workshops, and other programs appropriate for all ages.
- Process and coordinate all details of incoming tour requests from K-12 schools and organizations.
- Recruit, schedule, and manage volunteers as needed.
- Support implementation of public programs and events as needed including event planning for logistics, space and audio/visual setup,
- Being comfortable approaching and engaging visitors in conversation.
- Other duties as assigned.



QUALIFICATIONS

Bachelor's degree plus 2 years related experience including administrative or operational support, or an equivalent combination of education, training, and experience. Teaching and Chinese American history expertise not required, but interest in the Museum's content and educational mission is. Demonstrated experience with designing K-12 curriculum, docent tours and educational kits.

- Extremely organized, reliable, and detail-oriented.
- Ability to prioritize and manage time effectively to administer multiple complex projects and meet deadlines on time.
- Able to work in a fast-paced environment.
- Outstanding written and oral communication skills.
- Excellent interpersonal skills: ability to work well with people from a wide range of backgrounds and cultures; respectful, discreet, and professional in communications with Museum constituents and stakeholders at all levels.
- Able to work both independently and collaboratively.
- Creative and enthusiastic self-starter with excellent follow-through on projects and assignments.
- Knowledge of MS Office, Google Apps for Work.
- Ability to work weekends and some evening hours.
- Highly preferred: Bilingual in Chinese (Cantonese and/or Mandarin).
- Graphic design, podcast and/or YouTube production skills a plus.

HOW TO APPLY

Please send your cover letter, resume and (2) writing samples to Pam Wong, Deputy Director, pwong@chsa.org. This letter should include your interest, qualifications, and salary preferences for the position. Those who are not able to work weekend shifts need not apply. PDF files only. No postal deliveries or phone calls, please.

Specific visual abilities include close vision, color vision, depth perception, and the ability to adjust focus. Must be able to visually inspect work. Manual dexterity to operate computer and other office equipment required. Heavy usage of computers and phones required.

CHSA is an equal opportunity employer and does not tolerate unfair treatment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.