



Education Coordinator

Position

Job Title: Education Coordinator

Nature of position: Full time (40 hours/week)

Compensation: \$40,000 salaried and exempt with paid vacation and holidays, time off and fringe benefits. Contract is for 3 years, renewable contingent upon funding.

Qualifications: Coursework or degree in education, education-related field or equivalent experience.

What you'll do

You will work with a highly collaborative museum staff and volunteer board of directors, and must be willing to assist wherever needed. You will be responsible for the following:

- You will create, implement, and deepen current and new educational programs and outreach initiatives moving projects from conceptualization to realization, including researching and writing grant proposals.
- You will use the Museum's permanent and temporary exhibitions, collections, and resources to educate and engage audiences of all ages, including students, educators, unions, and the general public.
- You will build new and maintain existing relationships with key actors in the region, including, but not limited to regional teachers, schools, colleges, community members, and unions.
- You will initiate, create, and manage educational program concepts and budgets.
- You will plan and execute special events and initiatives, including in-person events in Matewan and online events. You will work with the Museum's team to start-up new programs and services that engage a variety of partners.
- You will effectively communicate education programming and collaborative goals and objectives, coordinate to meet goals, and develop and manage the education component of the Museum's strategic plan, ensuring that key targets are met and reported to the Executive Director and volunteer Education Committee.
- You will lead/facilitate public and internal meetings, moderate panels and discussions at events, and serve as a speaker on behalf of the Museum.

If you were here right now, you would be working with staff, board members and partners on:

- Assessing current educational program offerings and working with staff and board to prioritize various aspects of educational programming
- Developing concepts and themes for 3 traveling teaching trunks, and distributing outreach materials, and soliciting materials assessments from teachers
- Working with the education committee to plan, promote, and execute Matewan's first-ever labor education conference, in Fall 2023

- Creating promotional materials and reaching out one-on-one to regional schools to invite them to come for the first time or return to the Museum for 2022-23 field trips

Keys to success (the must-haves)

- **Relationship-building**
 - Able to connect with individuals and build alliances among a wide range of players in the region
 - Work well with diverse or marginalized populations and brings in allies across diverse communities,
 - Comfortable speaking in front of an audience of all types: children, teachers, labor leaders and unions.
- **Results-orientation**
 - Demonstrated track record of producing results (rather than getting immersed in process),
 - Demonstrated ability to persevere despite obstacles
- **Project management skills:**
 - Demonstrated ability to manage multiple projects with multiple, overlapping deadlines, and
 - Plan backwards to develop action steps,
 - Anticipate obstacles,
 - Identify and involve stakeholders appropriately,
 - Use resources wisely
- **Strategic Thinking:**
 - Can grasp the subtleties of complex issues and identify patterns or challenges.
 - Devise insightful, pragmatic, equitable, and sustainable ways to tackle common challenges and produce positive change.
 - Demonstrated record of taking a concept from idea to implementation, and
 - Demonstrate the ability to support and leverage special events (like anniversaries or community events).
- **Knowledge-base:**
 - Familiar with the history of the West Virginia Mine Wars
 - Can speak to the connections between the issues that led to the Mine Wars and contemporary issues faced by workers and unions
 - Understand and support the Museum's vision and mission
- **Additional Traits and Work Habits**
 - Work well in a consensus-oriented decision-making environment
 - Willing to develop new skills

What else you should know about the job

Although the work location is flexible, applicants must reside in West Virginia or Kentucky. A combination of in-person and remote work is acceptable.

Willingness to travel and work flexible hours is required, and this person will sometimes be asked to open the Museum to visitors. Extensive regional travel is expected. Staff are expected to attend community meetings and events during evenings or weekends. These events are scheduled in advance to allow staff's schedule coordination.

We are actively seeking to recruit diverse candidates for this position. We want the West Virginia Mine Wars Museum to represent the diversity found in West Virginia communities. We are seeking candidates who demonstrate diversity of perspective, experience, and culture. We strongly encourage applications from Black, Indigenous, and other People of Color as well as others who have been historically underrepresented in roles like this.

How to Apply

Submit your application by January 13 at midnight to be considered for the first round of interviews. Applications will be accepted on a rolling basis until the position is filled. Applications should be submitted to the Museum's Executive Director via email at kenzie@wvminewars.org with the subject line "Education Coordinator" and the following documents attached:

- Cover letter explaining your interest in the position and your relevant skills, expertise and experience
- Resume with three references
- A writing sample that demonstrates your ability to develop program-related materials, or a writing sample (no more than 3 pages) that demonstrates your writing and critical thinking skills. Writing sample must be current (created within the past year).

If you have a question about qualifications or what is needed for this role, please contact Kenzie New Walker at kenzie@wvminewars.org or 304-691-0014.