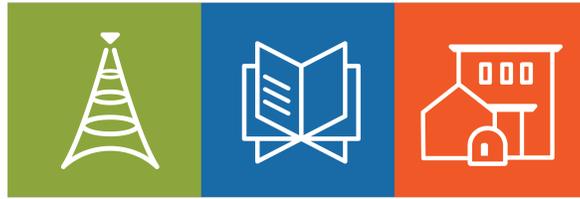


History San José



Preserving Our Heritage

EDUCATION PROGRAMS COORDINATOR

The Position

History San José (HSJ) is seeking a detail-oriented, self-motivated, highly-organized School Programs Coordinator to administer school programs. The ideal candidate will have some experience in museum teaching, program coordination, and/or customer service.

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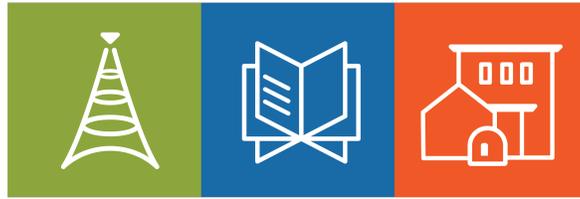
History San José is the largest regional history museum in Northern California, managing 31 historic structures at two locations: History Park and the Gonzales/Peralta Adobe-Fallon House Historic Site. Our passion is to preserve Santa Clara Valley's dynamic history through our collections and exhibits, hands-on programs and events, and, offering award-winning school programs to over 10,000 students. History San José has also cultivated a unique set of partnerships with community members that enable them to tell their histories in their own way.

Duties and Responsibilities

The incumbent will be responsible for administering school programs so that History San José offers the highest quality experience to school groups. Primary responsibilities include:

- Working with the Director of Education to develop, coordinate, and support school programs, community tabling, public programs, and special events;
- Overseeing the scheduling and execution of school programs across all HSJ sites and online;
- Liaising between HSJ, school groups, staff, and park affiliates regarding program reservations; to ensure all facilities, utilities, and equipment are available;
- Supporting the development of programming materials and resources;
- Maintaining program supplies and equipment;
- Assisting in the evaluation of all programs to ensure that they meet standards and the organization's core values;
- Participating in the facilitation of school and public programs when needed (some of these experiences occur on weekends and evenings);
- Attending regular team meetings and training;
- Assisting the Director of Education on special projects as requested; and
- Performing other duties as assigned.

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Qualifications

We are looking for someone who has:

- Some college credits or a college degree in liberal arts and/or education;
- Working experience coordinating museum programs, and/or volunteer management;
- Familiarity with G-Suite, Microsoft Office, Adobe Acrobat, Zoom, and can quickly learn our software applications for reservations;
- Excellent verbal and written communication skills;
- Fluent in one or more non-English languages: Spanish and Vietnamese would be particularly valuable.
- Ability to multitask, adapt to changing priorities, and manage their time effectively; and
- Flexible work schedule for occasional weekend and/or weeknight activities;

The ideal candidate:

- Is reliable and committed to their position, the education team (including staff and volunteers), and the organization's mission;
- Has a proven track record of being detail-oriented, problem-solver, and self-motivated to work independently;
- Is positive, energetic, and cooperative in their working relationships;
- Believes in a visitors-centered approach to museum education and has experience in customer service; and
- Is flexible and can perform other duties and tasks as assigned/needed.

Hours, Salary & Benefits

- Reports to the Director of Education;
- Classification: non-exempt, part-time employee; year round;
- Mondays through Fridays with occasional weeknights and/or weekends
- Benefits in accord with HSJ Personnel Policies

How to Apply

Interested candidates should submit their resume and cover letter to Barbara Johnson:
bjohnson@historysanjose.org