



## **Job Posting: Education Specialist**

### **Job Description:**

The Education Specialist will develop and implement a comprehensive outreach plan to engage educators nationwide in using the *We, the People* Constitution Tour Digital Learning Hub. The Education Specialist will also manage in-person field trips for DC Public School students visiting the key buildings in Washington where our Constitutional government operates, including by recruiting DCPS administrator and teacher participation. Additional responsibilities include maintaining adequate program data, preparing reports for funders in a timely manner, and coordinating the *We the People* Constitution Tour Consortium. The ideal candidate will be someone with a passion for civic education, experience in the classroom, a basic understanding of Congress, and who is detail oriented, efficient, entrepreneurial, and organized.

### **Reports to:**

President/CEO

### **Key Duties and Expectations:**

- Coordinate the *We, the People* Constitution Tour Consortium.
- Maintain the Article One section of the *We, the People* Constitution Hub.
- Reach out to DC Public and Public Charter Schools.
  - Develop and implement a plan to engage DCPS and DC Public Charter Schools teachers and administrators in using the *We, the People* Constitution Hub.
  - Teach educators how to use the Hub and familiarize them with available virtual resources.
  - Create and maintain monthly contact with DCPS social studies administrators regarding the use of virtual tools and, when available, in-person field trips.
  - Support DCPS social studies administrators as they add the virtual learning tools to their pacing guide/resources.
- Reach out to educators across the country through civic education networks, educational organizations, and Congressional staff to share the Hub.
- Build and maintain ongoing contact with a community of teachers who use the *We, the People* Constitution Tour Hub.
- Coordinate in-person field trips for DCPS Middle School students.
  - Recruit teachers to participate and manage scheduling.

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- Coordinate all logistics with the Consortium members, including the bus company USA Guided Tours.
- Conduct Pre-tour orientation sessions when requested.
- Maintain communication with foundations which provide funding support for the *We, the People* program, including by preparing grant applications and timely reports with the assistance of the Development Department.
- Develop and manage an annual program operating budget.
- Manage the *Capitol Kids* webinar series by researching and recruiting authors of relevant children's/young-adult books to present their work for a classroom audience, and marketing the webinars to classroom and educator audiences.

### Requirements:

- Strong organizational skills and attention to detail
- At least one year of classroom experience
- Passion for civic education

### Ideal Qualities:

- **Strong communicator.** You are clear and succinct in your communication, easily understood, and able to adjust to the audience and environment.
- **Collaborative.** You value a collaborative and inclusive work environment. You respectfully listen to and learn from your peers.
- **Self-starter.** You are highly motivated and organized. You work well independently and easily juggle multiple, detail oriented projects and always meet deadlines.
- **Mission-driven.** You care deeply preparing the next generation to be civic leaders and have a willingness to continue to learn.

### Compensation:

The Education Specialist position offers an annual salary of \$45,000 to \$50,000 and a generous benefits package, including employer-paid health insurance, paid vacation, opportunities for professional development, and more.

**TO APPLY**, please submit your resume and cover letter to Director of Operations & Scholarship Samuel Holliday by email at [SHolliday@USCHS.org](mailto:SHolliday@USCHS.org) with "Education Specialist" in the subject line. **Applications are due by Noon EST on Monday, January 30, 2023.**

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