



Job Posting: Scheduler and Education Associate

The United States Capitol Historical Society is searching for an energetic, creative, and dedicated candidate to assist in the scheduling and administration of its tours and education programs. The successful applicant will serve on both the public history and education teams, reporting primarily to the Executive Vice President and to the Education Specialist when supporting education activities. The Scheduler and Education Associate will play a vital role in fulfilling the Society's mission "to foster and increase an *informed* patriotism."

Public History duties include managing the Society's tour program schedule, processing donations related to the tour program, managing tour records, maintaining rosters of guides and volunteers, and planning guide trainings and an annual volunteer appreciation event. Education duties include managing the *We, the People* Tour program schedule, coordinating meetings of the *We, the People* consortium, assisting in the development of lesson plans using primary sources, assisting in the graphic design of informational materials, and providing logistical and administrative support for external civic education activities such as out-of-state teacher workshops and education conferences.

Necessary Qualifications:

- Thorough attention to detail.
- Excellent written and oral communication skills.
- Experience managing schedules for an organization or group of people.
- Experience using DonorPerfect or a similar customer relationship management (CRM) system.
- Experience using Canva or a similar graphic design software.
- A minimum of one year of relevant professional work experience.

The ideal candidate understands something about how congress works and is interested in Capitol and congressional history. Flexibility and a collegial demeanor are always appreciated.

Compensation:

- \$45-49,000 annual salary depending on experience.
- We offer a competitive benefits package including employer-paid health insurance, paid vacation and sick leave, opportunities for professional development, a 403(b) plan with an employer contribution, and more.

200 Maryland Avenue NE, Washington, DC 20002
CapitolHistory.org | (202) 543-8919

USCHS Job Posting: Scheduler and Education Associate

To Apply:

- Send a cover letter and resume to Executive Vice President Samuel Holliday by email at SHolliday@uschs.org with "Scheduler and Education Associate" as the subject line.
- Applications are due by Noon ET on Tuesday, October 28, 2025.

For more than 60 years, the U.S. Capitol Historical Society has proudly worked to preserve and share the history of the Capitol, the Congress, and the people who work therein. As a nonpartisan, educational 501(c)3 nonprofit organization, the Society was chartered by Congress in 1978 in part "to foster and increase an informed patriotism." In service of this mission, the Society conducts historical tours of the Capitol Building, hosts both virtual and in-person public history programming on various aspects of Capitol History, coordinates an open-access civics education hub which includes historical plays with lesson plans, manages a renowned civics education field trip program for DC schools, and commissions works of fine art for the Capitol collections. Learn more at capitolhistory.org.