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 as they work on plans for resuming in-person field trips in Winter 2022. 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.
  - Ensure consortium members know how to use the *We, the People* Constitution Tour Hub.
- Maintain the Article One section of the *We, the People* Constitution Tour Hub.
- Reach out to DC Public and Public Charter Schools.
  - Develop and implement a plan to engage DCPS teachers and administrators in using the *We, the People* Constitution Tour 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.
  - Engage the DC Public Charter School Association to encourage use of the virtual *We, the People* Constitution Tour Hub content by DC Public Charter Schools’ social studies teachers and local administrators.
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- 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 starting in January 2022.
  - Recruit teachers to participate and manage scheduling.
  - Coordinate all logistics with the Consortium members, including the bus company USA Guided Tours.
- 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.

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 $35,000-40,000 with 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 with “Education Specialist” in the subject line. **Applications are due by Noon EDT on Friday, July 16th, 2021.**

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