



JOB POSTING: EDUCATION PROGRAM OFFICER

ORGANIZATION

Humanities Texas advances history, culture, and education. As the state affiliate of the National Endowment for the Humanities, we conduct and support public programs in history, literature, philosophy, and the other humanities disciplines. These programs strengthen Texas communities by cultivating the knowledge and judgment that representative democracy demands of its citizens.

EDUCATION PROGRAM OFFICER

Humanities Texas seeks to hire a program officer to join our education staff.

The program officer will report to the co-directors of education but work closely with other staff. A candidate should be highly organized, efficient, and detail-oriented. They should be able to work independently and as part of a team; interact comfortably with a broad spectrum of people; and build successful relationships with educators, scholars, and other Humanities Texas constituents.

This full-time position features an excellent benefits package, including health, dental, life, and disability insurance and a 403(b) retirement plan.

While Humanities Texas offers some remote work flexibility, we expect the education program officer to have easy access to and a regular presence in our Austin office.

RESPONSIBILITIES

The education program officer will be a member of our education team and involved in all Humanities Texas education programs, first in a supporting role but with increasing responsibility determined by performance.

Humanities Texas education programs include innovative professional development institutes and workshops (both in-person and online) for classroom teachers; an awards program recognizing outstanding Texas teachers; and *Texas Storytime*, our family reading initiative. We also develop online content-rich instructional resources for teachers and their students and promote their use in classrooms statewide.

Specific responsibilities include:

- Assisting with planning and administration of teacher institutes, workshops, and webinars.
- Providing logistics support for online and in-person education events.
- Tracking and managing data associated with teacher professional development programs.
- Communicating with presenting faculty in advance of institutes, workshops, and webinars.
- Processing video recordings from teacher programs and publishing them online.
- Supporting ongoing development of Humanities Texas curriculum resources.
- Supporting the co-directors of education in creating an outreach plan and schedule.
- Leading outreach sessions promoting Humanities Texas programs and curriculum resources.
- Supporting administration of our Outstanding Teaching Award program.
- Reviewing and assessing teaching award applications.
- Organizing teaching award presentations statewide.
- Supporting planning and administration of *Texas Storytime*, our family literacy program.

- Tracking program data and providing reports for committee and board meetings and other advancement initiatives.
- Promoting Humanities Texas educational programs to teachers, administrators, and constituents statewide and at professional conferences.

The position will require some general administrative responsibilities; in-state travel; occasional weekend work; and, at peak periods, support of other Humanities Texas programs.

MINIMUM REQUIREMENTS

- Bachelor's degree, preferably in the humanities.
- Experience organizing educational or community-based programs, events, and activities.
- Demonstrated ability to manage multiple tasks, prioritize work, maintain deadlines, and produce high-quality work.
- Outstanding organizational skills and attention to detail.
- Exceptional verbal and written communication skills.
- Ability to work collegially as part of a team and to establish service-oriented, helpful relationships with Humanities Texas partners and constituents.
- Proficiency with word processing, email, spreadsheet, and database software.

DESIRABLE EXPERIENCE

- Teaching experience at the secondary level, especially in social studies.
- Familiarity with the state of Texas.
- Experience with FileMaker Pro, Adobe Creative Suite, web publishing, and/or video editing software.

SALARY

Annual salary of \$45–\$48K commensurate with experience with review after six months.

HOW TO APPLY

Please email resume, cover letter, and names of three professional references (all in PDF format) to jobs@humanitiestexas.org and specify "Education Program Officer" in the email subject line

Humanities Texas is an equal opportunity employer and seeks to establish and maintain diversity among its staff and is, thereby, inclusive in its employment practices.

Posted 6/27/24; application review will begin July 15; open until filled.