TITLE: National History Day Program Coordinator

SCHEDULE: Monday-Friday, 35 hour week, regular business hours. Flexibility to work weekends and evenings to meet program needs required.

STATUS: Salaried, full time, benefits eligible

WORK SITE: Some remote work available, but on-site presence at 1154 Boylston Street, Boston, MA, and at Massachusetts schools and other sites for trainings, NHD planning, and events is required.

At the Massachusetts Historical Society (MHS), we believe that historical understanding is the cornerstone of a healthy democracy. Founded in 1791, MHS tells the story of America through millions of rare and unique documents, artifacts, and irreplaceable national treasures. Our mission is to promote understanding of the history of Massachusetts and the nation by collecting and communicating materials and resources that foster historical knowledge. Our education department works with K-12 students and their teachers to equip them with the knowledge and tools to positively shape our communities now and in the future.

The MHS has a commitment to a full presentation of the historical record and aims to be inclusive, open, and fair in all that we do. We continue to seek, engage, and employ people of all backgrounds as we foster a culture of respect, openness, learning, integrity, and honesty—especially in the face of the sometimes difficult historical truths the organization must preserve and present.

The National History Day (NHD) Program Coordinator will bring an existing foundation of program development, project management, administration, teaching, and/or customer service experience to provide high-quality learning opportunities for students and support for their teachers in Massachusetts through the National History Day program. This role reports to the Associate Director for Educator Engagement and Outreach and will be an integral part of an enthusiastic, collegial, and highly collaborative team of public history and education professionals. This position, NHD Program Coordinator, will work closely with the NHD Outreach Coordinator, who develops and delivers student programs and manages communication in support of National History Day.

The efforts of NHD Program Coordinator will center on coordination of the National History Day in Massachusetts program, which the Massachusetts Historical Society sponsors. A student-led interdisciplinary research project for grades 6-12, NHD strengthens students’ critical thinking, argumentation, and communication skills and prepares them for success in college, career, and citizenship. Students are supported throughout the yearlong program through workshops and resources aligned to each stage of the project. A student’s NHD journey culminates in a series of contests and project showcases where they receive feedback from volunteer judges in the community.
Primary responsibilities:

- Coordinate and advance the National History Day in MA program, which includes:
  - managing in-person regional and state competitions and providing support for regional coordinators; and
  - stewarding MA participation in the national competition onsite in College Park, MD
- Manage administrative aspects of NHD programs including but not limited to: registration and scheduling; contest planning and execution; participation data tracking; and support for students and teachers
- Serve as secondary liaison between NHD in Massachusetts and NHD, Inc.
- Support volunteer NHD MA advisory team (NHD Outreach Coordinator takes lead)
- Collaborate with education staff to provide appropriate resources for NHD teachers and students
- Support the in-person and virtual outreach to schools to cultivate and strengthen engagement spearheaded by NHD Outreach Coordinator and the Teaching and Learning Specialist
- Help to cultivate relationships with organizations who support NHD through special prizes, mentorship, and other means

Additional Duties:

- Support day-to-day activities of education department, including scheduling of meetings/workshops and tracking of income/expenses
- Produce content for bi-monthly blog posts to promote education department activities, in partnership with NHD Outreach Coordinator
- Produce content for monthly e-newsletters that connect teachers to MHS resources and programs, in partnership with NHD Outreach Coordinator
- Participate in regular supervision
- Seek professional development opportunities as they arise
- Comply with all MHS policies and procedures
- Accept other duties as assigned

Required Experience

- Minimum 3-5 years of professional experience in project and/or event management, administration, program development, or education

Preferred Experience

- Experience performing outreach to multiple constituencies in an educational, health care, social services, or other community organizing role
- Prior experience working in the K-12 environment, as a teacher, administrator, or paraprofessional, or experience working in a library, museum, or archive while engaging in programming/exhibitions, education, or outreach
Skills and Qualifications

- Exceptional organizational and problem-solving skills and ability to manage complex projects with speed and accuracy
- Excellent writing, interpersonal, and communication skills and experience working with multiple audiences including staff, youth, volunteers, et al. (including occasionally speaking in front of large audiences)
- Enthusiasm for MHS’s mission and strong commitment to principles of diversity, inclusion, and equity to ensure delivery of Education department programs to the widest and most diverse array of students, teachers, schools, and communities
- Ability to stay calm under pressure in an occasionally fast-paced environment
- Ability to prioritize work and remain flexible during heavier work times in immediate weeks and months prior to National History Day events
- Strong computer skills within Google Workspace and Office 365 environments with the ability to learn new software applications
- Ability to travel occasionally for required in-person attendance at: NHD contests at the regional and state level within Massachusetts and the national contest in College Park, MD (overnight travel); quarterly department meetings in or around Boston, and some in-person school visits within Massachusetts
- Valid U.S. driver’s license and access to reliable transportation for in-person responsibilities is preferred, but not required

Compensation and Benefits:

Annual salary: $46,000-$51,000

The MHS offers a generous benefits package including:

- Medical, dental, vision, and life insurance
- Medical and dependent care flexible spending accounts
- Vacation starting at three weeks plus 12–14 holidays per year
- Unlimited sick time
- Retirement benefits with an employer match of up to 4%
- Pre-tax commuter benefits and a monthly public transportation incentive
- Reciprocal entrance to local education and cultural institutions

Application Instructions:

Our hiring process aims to open this opportunity to the most diverse group of applicants possible while also increasing transparency to candidates and mitigating bias in the decision-making process.

We aim to have 30-minute phone screenings with select candidates. Candidates who advance will have a virtual interview with Associate Director of Education Kate Melchior and Director of Education Elyssa Tardif (approx. 1 hour). Finalists will be selected for an in-person interview at the MHS (1154 Boylston St., Boston, MA) with the MHS education team (approx. 2 hours). Candidates advanced to offer can expect a holistic reference check and background check process. Expected start is April 2024.
To apply to this position, please prepare a resume, cover letter, and list of three professional references and submit them as a single PDF to Kate Melchior, Associate Director of Education, kmelchior@masshist.org. Please include “NHD Program Coordinator” in the subject line. We will review and respond to all applications received.

Pre-Hire Requirements:

MHS requires proof of a vaccination and up-to-date boosters for COVID-19 for all employees. As part of its offer process, MHS will conduct a reference and criminal background check for any finalist. We are not able to sponsor visas.

Equal Opportunity Statement:

The Massachusetts Historical Society aims to be a diverse workforce that is representative, at all job levels, of the citizens we serve. Candidates of all backgrounds are welcomed and encouraged to apply. We are committed to creating a workplace free from harassment and discrimination on the basis of race, color, ancestry, religious creed, gender identity and expression, national or ethnic origin, sex, sexual orientation, pregnancy, age, genetic information, disability, military or veteran status, or any other category protected by law (also known as membership in a “protected class”).

Candidates in need of accommodation in the application process should reach out to our human resources department with inquiries: erikabarrie@masshist.org

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.