

Friends of Historic Champoeg is seeking an experienced professional to coordinate its education programs. We are looking for someone who has the ability to:

- juggle simultaneous projects,
- work independently *and* cooperatively,
- be thorough, well-organized and detail-oriented,
- be flexible and spontaneous,
- be friendly and courteous,
- and have a genuine interest in bringing history to life for both children and adults.



Scroll down for a complete job description.

TO APPLY:

Send a resume, cover letter and completed job application to:

Friends of Historic Champoeg
Attn: Education Coordinator Search
8239 Champoeg Road NE
St. Paul OR 97137

Please include the names and phone numbers of three professional references.

DEADLINE:

October 31, 2008

Friends of Historic Champoeg (FHC)

Education Coordinator

flexible part-time: 800 hours/year (busiest Jan. – June)
\$15.50 per hour

The purpose of this position is to coordinate all aspects of our fee-for-service education programs: the Champoeg Promise school program and the Champoeg Legacy program for life-long learners. Champoeg Promise currently serves over 4,200 students per season which runs from March through mid-June. Champoeg Legacy currently serves nearly 500 adult learners per season which runs from September through February. See complete program descriptions at www.champoeg.org.

ESSENTIAL SKILLS

- Excellent communication skills, both verbal and written
- Well-developed interpersonal skills, including the ability to work with a wide diversity of people who have various interests and needs
- Proven organizational skills, with a demonstrated ability to manage multiple, simultaneous tasks
- Long and short-term planning skills
- Problem-solving skills
- Marketing skills
- Staff management skills
- Project/program management skills, including budgeting

SCOPE OF DUTIES/RESPONSIBILITIES

Coordinate Education Programs

- Duties include, but are not limited to:
 - manage day-to-day operations of school program, including scheduling of schools, helping staff set-up program stations, greeting teachers and students, and ensuring smooth transitions between back-to-back programs
 - manage operations of adult program, including scheduling of programs and scheduling teachers to deliver the programs
 - update and enhance curriculum/lesson plans, including pre- and post-visit activities
 - recommend adequate budgets for programs to the Board of Directors; adhere to approved budget guidelines; accurately track all expenditures for each program season
 - ensure that adequate staff are trained for each program season
 - create schedule for instructor/interpreters
 - develop publicity materials such as news releases, flyers, posters, and brochures
 - keep education pages of website updated
 - communicate effectively with our partners and media to ensure the widest possible publicity and coverage
 - procure and coordinate the preparation of program supplies and materials
 - work closely with Oregon Parks and Recreation Department (OPRD) staff and management to coordinate site and logistical needs

- for Champoeg Promise, effectively communicate with teachers in a timely and accurate manner
- for Champoeg Legacy, effectively communicate with potential participants in a timely and gracious manner
- evaluate each program season through teacher or participant surveys, debriefing meetings, and/or other appropriate means
- use comprehensive program planning tools which might include checklists, deadlines, contacts, calendars and/or other standard program planning systems
- maintain comprehensive and accurate files on each program season, including timelines, publicity, staff hours, budgets, evaluations and other important data that can be easily accessed
- Work closely with OPRD management to actively investigate and pursue additional programming that will help implement and enhance the park's Interpretive Master Plan

Manage Staff

- Recruit, train, oversee, evaluate and recognize a staff of 4-6 seasonal instructor/interpreters

Develop Program Support

- Actively seek grant/funding options to support program goals
- Explore partnerships with regional community businesses, other nonprofits, and schools
- Provide a comprehensive written report of all activities to the Board of Directors at each board meeting; provide an annual comprehensive written report to OPRD at the end of the contract period
- Work with the FHC President and OPRD management to develop new OPRD contract outcomes
- Staff an active Education Committee made up of FHC board members, FHC instructor/interpreters, OPRD staff and other interested parties
- Meet measurable outcomes as described in the current OPRD Interpretive Services Contract

General Expectations

- Be familiar with the goals and missions of FHC and OPRD
- Be an active participant in the development of our Cooperative Annual Plan
- Work with other FHC staff, OPRD staff, and volunteers with an attitude of partnership and respect
- Represent and promote Friends of Historic Champoeg, Champoeg State Heritage Area, Oregon Parks and Recreation Department, and associated programs positively, accurately, and professionally
- Conduct all business with the highest degree of customer service and professionalism
- Keep FHC President or immediate supervisor apprised of any issues, problems or concerns which make the expectations in this job description difficult or impossible to meet
- Other duties as assigned by the President or immediate supervisor

FHC is a non-profit organization in private/public partnership with Champoeg State Heritage Area. FHC is not a division or subsidiary of OPRD, or any other state agency or political subdivision. This position is funded through our Interpretive Services Contract with OPRD. Employees of FHC are not governed by any state bargaining contract or state employee personnel rules. Employees of FHC are not eligible to participate in the Oregon Public Employees Retirement System or any state employee benefit program.