



POSITION ANNOUNCEMENT
TECHNOLOGY MANAGER
FULL-TIME

National History Day® is looking for an energetic and talented individual to manage the systems and technology that facilitate operations for the organization and its affiliate network.

National History Day (NHD) is a premier educational nonprofit organization that offers a year-long academic program focused on historical research, interpretation, and creative expression for students in grades 6–12, culminating in a national competition held near Washington, D.C. NHD works with affiliate programs across the U.S. and abroad to implement its programs at the local level and supports teachers through resources and programs.

Reporting to the Communications Director, the Technology Manager works closely with other staff and volunteers throughout the year. The ideal candidate is a highly-organized self-starter with strong communication skills who enjoys working with people, is customer-service-centered, has experience prioritizing and managing multiple detailed projects, responds well to a fast-paced environment, and can work independently and as a team member. This individual is skilled in navigating multiple technological platforms to support organizational operations. Some travel is required for this position.

Responsibilities

- Manage all systems and technological infrastructure for the National History Day office and all programs and events, particularly related to NHD’s flagship program, the National Contest.
- Develop fluency with and support users of Zfairs, NHD’s competition management system, and NHDWebCentral™, the website building platform for students participating in the website category.
- Work closely with all staff, volunteers, vendors, and affiliate coordinators to plan and execute programs and events, including the National Contest.
- Maintain and annually refresh the NHD mobile app, coordinator resources, and web-based applications.
- Create and edit video and audio elements for programs and events.

Qualifications

- Undergraduate degree
- Working knowledge of Word, Excel, PowerPoint, Outlook, and Google Suite, with knowledge of Google systems for nonprofits preferred
- Project management skills
- Strong spoken and written communication skills
- Meticulous attention to detail and accuracy
- Ability to work on and prioritize numerous competing tasks at once
- Experience working both independently and as part of a team
- Ability to ask questions and seek assistance, as needed
- Ability to stay calm under pressure in a fast-paced environment
- Familiarity with content management systems and media asset management

- Familiarity with Adobe Creative Suite
- Familiarity with HTML/CSS
- Proficiency with troubleshooting hardware and software
- Proficiency with sound and video equipment
- Video and audio editing skills a plus

Salary and Benefits

In addition to a salary in the range of \$55,000-\$65,000, depending upon experience, we offer:

- Competitive comprehensive health benefits including dental and vision; and
- A 403b retirement plan with employer contributions.

How to Apply

Please submit a resume and cover letter explaining your interest in National History Day®, the position, and your experience. Email materials to employment@nhd.org with the subject line “Technology Manager.”

June 2021