



POSITION ANNOUNCEMENT
PROGRAM ASSISTANT
NATIONAL HISTORY DAY

National History Day® is looking for an energetic and talented individual to support a suite of robust, history education programs for teachers and students.

National History Day (NHD) is a highly-regarded non-profit organization that offers a year-long academic program focused on historical research, interpretation and creative expression for 6 - 12 grade students, culminating in a national competition held in Washington, DC. NHD also supports teachers through an array of resources and programs. NHD works with affiliate programs across the US and internationally to implement its programs.

Reporting to the Director of Programs, the Program Assistant will work as the primary point of contact for all participants applying to or participating in NHD programs. The Program Assistant also will work with other staff and, occasionally, with affiliate coordinators. Some travel is required for this position.

Our ideal candidate is a self-starter with superior communication skills who enjoys working with teachers and students, is organized, is passionate about education, and has experience managing multiple detailed projects with ease.

Responsibilities

- Process and monitor incoming materials, answer questions, and troubleshoot where needed.
- Write and edit various program materials including instructions, guidelines, lesson plans, historical profiles, articles, and other similar materials.
- Collect and analyze evaluation feedback from various programs.
- Assist with the management of ongoing projects.
- Assist with the management and editing of grant applications and requests for proposals.
- Attend national conferences to promote NHD and engage with teacher and student audiences.
- Assist and manage teacher and student programming connected to the NHD National Contest in June.
- Provide support, as needed, for the National Contest.

Qualifications

- Undergraduate degree in the humanities, preferably history (masters preferred)
- Working knowledge of Word, Excel, PowerPoint, Outlook, and Google Suite
- Superior spoken and written communication skills

- Experience in an educational, museum, or historical setting
- Meticulous attention to detail and accuracy
- Ability to work on numerous competing tasks at once
- Experience working both independently and as part of a team

Salary and Benefits

In addition to a salary in the range of \$50,000, we offer:

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

How to Apply

Please submit a cover letter explaining your interest in National History Day®, the position, and your experience, along with your resume. Materials may be emailed to employment@nhd.org with the subject line “Program Assistant.”

January 2019