EDUCATION SPECIALIST
Coordinator of Adult Education

Position Summary

Under the general supervision of the Director of Education Programs, the Coordinator of Adult Education provides agency leadership on all issues related to lifelong learning. It serves as the Society’s expert on educational outreach to adults, and develops materials, coordinates programs, and advocates for adult education, especially in under-served communities.

The incumbent coordinates the Society’s program to provide speakers, lecturers, and other types of instructors to local community groups, adult education programs, social service agencies, residential communities, churches, libraries, and other organizations around the state. He or she creates and maintains mutually beneficial relationships with local partners, especially in minority communities. The incumbent researches, develops, disseminates, and evaluates the effectiveness of small travelling exhibits and displays, film series, hands-on workshops, reading groups, tours, and other educational programs aimed at lifelong learners, especially those in under-served communities. He or she also advises Society staff on adult education, contributes to planning the new Wisconsin History Center, supports development efforts of the Wisconsin Historical Foundation, and advocates for the Society’s educational programs with key stakeholders and the media.

Goals and Worker Activities

20% A. Provides leadership on developing and implementing public programs for lifelong learners, especially those in under-served communities.

A1. Conducts market research on the needs and desires of target audiences.
A2. Initiates and maintains relationships with educational and social service groups in minority communities around the state.
A3. Plans and develops public programs for adults that share Society collections and expertise in under-served audiences.
A4. Serves on advisory groups and professional committees related to adult education in Wisconsin.
A5. Serves as Society liaison with the Univ. of Wisconsin’s Morgridge Center, the Wisconsin Library Association, and other institutions focused on lifelong learning.
A6. Advises other Society programs about adult education pedagogy and best practices
A7. Develops assessment rubrics, tracks expenditures, revenues, attendance and other performance metrics, and compiles reports on all lifelong learning programs.
20% B. Coordinates the Society speakers bureau, with a focus on providing education to under-served communities.

B1. Develops and maintains a Web interface for successful booking of Society-sponsored speakers by community groups requesting them.
B2. Strategically promotes the speakers bureau to specific groups in targeted communities where the Society can have most impact.
B3. Coordinates all aspects of speakers' events, such as dates, times, locations, venues, payment of fees, etc.

20% C. Coordinates small travelling exhibits and displays, especially for under-served communities.

C1. Researches, drafts, and creates preliminary designs for small travelling exhibits and displays that increase Society visibility and engage visitors on historical topics.
C2. Works with vendors on design and fabrication of small travelling exhibits and displays, marketing pieces, and supplementary materials.
C3. Works with venues on scheduling, transportation, installation, and evaluation of small travelling exhibits and displays.
C4. Arranges speakers, films, workshops and other parallel programming to accompany small travelling exhibits and displays.

10% D. Coordinates other adult education programs, with a focus on providing lifelong learning in under-served communities.

D1. Researches, drafts, and designs courses, film series, books clubs, workshops, tours and other programs that increase Society visibility and engage visitors on historical topics.
D2. Develops accompanying curriculum materials that facilitate learning and engagement.
D3. Recruits and works with venues on scheduling, event setup, material delivery, refreshments, and all other aspects of event coordination.

10% E. Supports the Wisconsin Historical Foundation in its efforts to raise funds for educational programs.

E1. Meets with private donors at public events and informal settings to educate them about Society education programs and priorities.
E2. Drafts case statements and write grant proposals to local and national foundations and federal or state funding agencies.
E3. Addresses philanthropic groups, community organizations, and social gatherings of influential stakeholders.
10% F. Advocates for Society education programs with external audiences.

F1. Develops and cultivates professional relationships in under-served communities in order to deliver educational services that meet their needs and increase their support for the Society.

F2. Attends and presents at state and national professional meetings in order to represent the Society’s education program, cultivate relationships, and develop new expertise.

F3. Drafts press releases, writes newsletter articles, creates social media posts, prepares Web content, and appears on broadcast media to support Society marketing efforts.

5% G. Contributes to planning the new Wisconsin History Center.

G1. Advises Society-wide teams developing formal education programs for the WHC when requested.

G2. Consults with museum educators, education scholars, teachers, students and other stakeholders as the WHC project moves forward, when requested.

5% H. Other Duties As Assigned
Knowledge, Skills and Abilities Required

1. Knowledge of education theory and best practices as they relate to teaching history.
2. Knowledge of Wisconsin history.
4. Knowledge of the history of racial and ethnic minorities in the United States.
5. Ability to plan, develop and implement education programs for adults.
6. Ability to organize a statewide history education program aimed at adult lifelong learners.
7. Excellent written and interpersonal communication skills, especially with audiences who are not native English speakers.
8. Ability to speak articulately in a variety of settings, ranging from small groups to audiences of several hundred, as well as to broadcast media.
9. Ability to work effectively with a variety of people, including heads of social service agencies, leaders of community groups, members of local historical societies, public librarians, university history and education departments, Historical Society colleagues, private donors, and others.
10. Ability to recruit and train support staff, including volunteers.
11. Ability to travel independently within Wisconsin and out of state as necessary.
12. Able to legally operate a motor vehicle from the Wisconsin Department of Administration State Fleet in the State of Wisconsin.

SPECIAL NOTES: Must have a valid driver’s license upon appointment.

Physical demands of this job are:

- Continuously sitting at the computer terminal.
- Occasionally walking to, crouching at and standing at files and other office equipment.
- Working at the computer terminal, telephone and files causes occasional twisting and reaching.
- Computer terminal entries require continuous fingering in repetitive motions.
- Regularly talking with and listening to Society staff; state officials; professionals; and members of the public in the performance of job duties for this position.
- Must be able to lift at least 30 pounds and have the physical dexterity and flexibility necessary to work in an office environment.
- Must be able to perform car trips that occupy several hours or days.