

Education & Outreach Coordinator

Part-time, 16 hours/week

\$18/hour

The Wright County Historical Society is expanding our team and hiring an Education & Outreach Coordinator. This position is an opportunity to build a new role and strengthen community connections between WCHS and residents across Wright County.

Located in Buffalo, MN, the Wright County Historical Society collects, interprets, and preserves the history of Wright County.

Job Description

1. Program Support
 - a. Trunk Program: refine and expand education trunks that provide hands-on education for classrooms, senior centers, and other borrowers
 - b. Develop educational materials: research and design program sheets, tour options, etc.
 - c. Act as school liaison for programs and field trips
 - d. Develop and share expertise about Minnesota education standards, scout programs, and other relevant guidelines
2. Community Outreach
 - a. Develop outreach materials: design marketing materials and informational packets
 - b. Attend community events on behalf of WCHS
 - c. Cultivate relationships with community organizations around Wright County (schools, senior centers, community centers, volunteer organizations, etc.)
 - d. Work with other staff to research and implement outreach strategies both in the museum and around the county
 - e. Implement programming and outreach during the Wright County Fair at the WCHS fairground buildings
3. Communications
 - a. Coordinate and publish bimonthly newsletter
 - b. Assist with social media

Requirements

- Passion for sharing the programs and mission of the Wright County Historical Society
- Experience with providing educational programs in either formal or informal settings
- Ability to adapt and create educational content
- Interest in Wright County and Minnesota history
- Experience with or willingness to learn programs related to outreach and design (creating information packets, resource guides, etc.)
- Must have an outgoing personality and be able to interact with people of all ages

Desired qualifications

- Connections to Wright County schools and communities
- Experience with creating community programs

To apply, email resume and cover letter to manager@wriighthistory.org by March 22, 2023