



ANNOUNCEMENT OF OPEN POSITION

Title of the position: Education Manager

Location: D&L Main Office – 2750 Hugh Moore Park Road, Easton, PA 18042

Reports to: Director, Museum & Education

Type/Term of employment: Full- Time Exempt

Compensation: \$40,000-45,000 plus benefits

Expected Start Date: late April 2020

General Description: The Delaware & Lehigh National Heritage Corridor (D&L) is seeking an experienced and enthusiastic individual to provide creative leadership for the D&L's education program. The D&L currently offers several education programs for schools including the Tales of the Towpath 4th grade curriculum taught in over 70 schools, field trips in Hugh Moore Park (Easton) and at the Freemansburg Canal Education Center, and a soon to be released Cultural Ecology curriculum for high school. Through the National Canal Museum, the D&L also offers a variety of educational programs for adults and children (walks, lectures, tours, etc.) with the goal of increasing awareness of the region's nationally significant transportation and industrial history.

The Education Manager is responsible for overseeing all aspects of the education program for schools, groups, and individuals. He/she will prepare content, interpretive materials, and program logistics by applying their knowledge of educational theory and learning styles. He/she will lead a team of paid and volunteer educators to deliver high-quality field trips and other activities. The position is a full-time role (40 hours per week, M-F) based at the D&L office in Easton. Some off-site work and evenings/weekends is required.

Position Responsibilities (including but not limited to):

- Lead the development, implementation and evaluation of dynamic education programs for diverse audiences, which fit within and promote the D&L's mission and vision.
- Support the use of D&L curricula in schools by developing relationships with teachers and administrators and by facilitating teacher training workshops.
- Work closely with museum staff on the development of exhibition-related educational material and programs.
- Work with communications staff on program publicity, including the drafting and development of all printed and online education materials.

- Oversee the training, supervision and retention of education volunteers and staff and assist with the training of museum docents.
- Oversee the collection of program statistics for all education-related activities and report them as required.
- Develop and implement program evaluation tools to measure and interpret outcomes, program goals and objectives.
- Play a key role in fundraising for educational programs, including drafting narratives and program budgets for grant proposals and reporting on the use of funds.
- Assist with budget preparation by collecting data regularly to support budget and program development.
- Build and maintain mutually beneficial partnerships with other cultural and community organizations.
- Represent the D&L to the public, members, and other stakeholders at community events, exhibition openings and other events.
- Attend and participate in monthly staff meetings and annual full-day staff retreat.
- Other duties as assigned.

Qualifications/Requirements:

- Bachelor's degree in Education, Museum Studies, History or a related field required; Masters's degree or other postgraduate certification preferred
- Minimum of two years of experience designing and implementing educational programs; previous experience in museum education is preferred
- Experience working with teachers and schools; classroom teaching experience is desired
- Ability to speak to groups of varying ages and educational experience such as elementary school children, high-school students, and adult and university groups
- Proven experience in supervisory and project management
- Familiarity with contemporary educational methods and philosophies, especially for informal learning environments
- Knowledge and/or interest in the industrial history of the region covered by the Delaware & Lehigh National Heritage Corridor
- Excellent customer service and interpersonal skills
- Strong planning, organizational and problem-solving skills
- Excellent verbal and written communication skills
- Ability to work independently and as part of a team
- A strong attention to detail
- Ability to work a flexible schedule, including some weekends and evenings as necessary
- Valid driver's license in good standing

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Work requires a variety of physical activity including walking, bending, and lifting a minimum of 25lbs.

Work Environment:

The work environment described here is representative of that encountered by the employee while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Job duties require working both indoors and outdoors. Outdoor work is largely in the spring and fall during field trips. The noise level in the work environment is usually moderate.

Benefits:

Full-time employment benefits include paid holidays, paid vacations, paid sick leave, Social Security, Unemployment Compensation Insurance, Workers' Compensation Insurance, funeral (bereavement) leave and various leaves of absence, health insurance, and 403(b) retirement plan.

Background:

The Delaware & Lehigh National Heritage Corridor (D&L) preserves the historic pathway that carried anthracite coal and iron from Wilkes-Barre to Bristol, PA. Today, the D&L Trail connects people to nature, culture, communities, recreation and our industrial heritage. The organization was established by Congress in 1988 to celebrate our nationally significant story centered on the transport of anthracite coal from the mines of Luzerne and Carbon County to the markets in the Lehigh Valley and Philadelphia (via Bucks County). The D&L Trail is a multi-use trail spanning 165 miles from the mountains of northeast Pennsylvania, along rivers and through the Lehigh Valley and Bucks County. It's 92% complete. We are a diverse organization with the ability to connect people to unique experiences in nature and the environment, community and economic impact, health and recreation, history, preservation, and education. Along with the National Canal Museum (an AAM accredited Smithsonian Affiliate), we make our home in Hugh Moore Park in Easton PA.

Find out more about the work we do by visiting www.delawareandlehigh.org and www.canals.org.

How to Apply:

Please send a cover letter, resume, and a writing sample via e-mail with the subject line "Education Manager Position" to finance@delawareandlehigh.org. The writing sample should be no more than five pages and should have an education focus. No phone calls please.

The Delaware & Lehigh National Heritage Corridor, Inc. (D&L) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the D&L organization complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.