



Position Announcement
Ephraim Historical Foundation
Part-Time Program Manager

Position Overview:

The Ephraim Historical Foundation (EHF) seeks a person with experience developing and implementing high-quality educational programs and engaging events to join our staff as a part-time Program Manager (PM). The PM will be responsible for working and coordinating with volunteers who lead the organization's outreach and educational programs and events. Programs include children and family programs, local school programs, community programs, and special events for EHF members. The PM is expected to provide support, organization, and guidance to ensure the programs' success. The PM also works to coordinate the development of new relevant and engaging programs and events for the EHF membership and the Ephraim community. Additional tasks may be assigned, depending on the needs of the Foundation.

The PM reports to the Executive Director of the Ephraim Historical Foundation. Employment is at-will and reviewed annually.

Requirements:

- Experience in Education and/or educational program development
- Experience in museums and/or non-profits highly desired
- Excellent verbal, interpersonal, organizational, and communication skills
- Interest in local history
- Ability and willingness to learn new skills and be flexible
- Proficiency with standard PC computer software and capacity for learning new software (proficiency with Photoshop and web-design programs is a plus)
- Self-directed
- A Bachelor's Degree from an accredited 4-year college or university preferred.

Schedule:

Starting in early March 2019. 20 hours per week. Set hours and some night and weekend hours required during peak-season (April – September). Flexible off-peak scheduling (beginning October 2019) to compensate for peak-season requirements.

Compensation:

Hourly wage. Part-time, year-round position. Hourly wage depends on preparation and experience.

How to Apply:

Please send cover letter and resume to EHF Director Thea Thompson electronically (tthompson@ephraim.org) or to our mailing address. Please provide examples of programs you have work on in your cover letter. Applications will be accepted through January 31, 2019. Review and interviews will begin in early February.