The German American Heritage Center in Davenport seeks an Education and Development Coordinator to support the goals and mission of the Center by performing duties including, but not limited to, managing and coordinating over 40 volunteers, creating and executing special events, and engaging with area schools.

Title: Education and Development Coordinator
Reports to: Executive Director
Status: Part-time ($13 per hour, 26+ hours per week, Thursday –Saturday 9:30am-4:30pm & Sundays 11:30am-4:30pm)
Must be available for some evenings for rentals & special events

Key Responsibilities & Duties:
- Creating educational programs and tours
- Outreach to area schools
- Special event management
- Sponsorship development
- Volunteer training & coordination
- Docent training & tours
- New member acquisition
- Email marketing & social media

Additional Duties:
- Assist with set up & tear down of event space
- Work with facility rentals
- Present at local clubs & organizations
- Track event data & volunteer data
- Work within set budgets
- Other projects as needed

Minimum Qualifications:
Bachelor’s degree preferred, preferably in marketing, museum studies, communications, development, history, or related field

Knowledge, Skills and Abilities:
- A positive, personable demeanor; able to relate well with diverse populations/age groups
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- Ability to work independently and as a member of a team
- Keen attention to detail
- Excellent communication skills, strong public speaking skills
- Demonstrated computer skills and management of database systems; this includes development software, spreadsheets, and web applications
- Capacity to exercise sound independent judgment within areas of responsibility
- Social media savvy
- A valid driver’s license
- The ability to work weekends and some evenings as requested and required.

Physical Demands and Work Environment:

This position requires the ability to do one or more of the following throughout the day: stand, walk, sit, bend and reach above and below shoulder level. It involves frequent repetitive motion (typing, filing, etc.) This position requires the ability to lift and carry up to 40lbs. The noise level in the work environment is highly variable, from quiet to loud.

To apply, send cover letter, resume and the names and contact information of three references to: Kelly.lao@gahc.org.

Position is available immediately. Applications will be accepted until the position is filled.