



The German American Heritage Center and Museum in Davenport, Iowa seeks an Education and DEAI Coordinator to support the goals and mission of the museum by performing duties including, but not limited to, engaging with area schools and community groups, supporting DEAI (Diversity, Equity, Access, and Inclusion) initiatives, creating and executing special events, and managing and coordinating volunteers.

**Title:** Education and DEAI Coordinator

**Reports to:** Executive Director

**Status:** Full-time 40 hours/week (Tuesday – Saturday or Wednesday – Sunday)

Must be available some evenings.

**Salary:** \$37,500

**Benefits:** Insurance – Employer-contributed Health Reimbursement Account, Retirement – 401(k), 2-weeks' Vacation, flexible scheduling

**Key Responsibilities & Duties:**

- Creating educational programs and tours
- Outreach to area schools
- DEAI coordination
- Volunteer training & coordination
- Community outreach
- Special event coordination

**Additional Duties:**

- Represent GAHC&M at community events
- Assist with facility rentals, set up, and tear down of event space
- Assist with planning and implementing social media campaigns
- Supervise interns and graduate assistants
- Other projects as needed

**Minimum Qualifications:**

Bachelor's degree preferred, preferably in education, museum studies, communications, development, history, or related field OR 1-3 years' experience in the field of museum education.

**Knowledge, Skills, and Abilities:**

- Positive, professional, and personable demeanor
- Ability to work independently and as a member of a team
- Knowledge of museum best practices and industry standards
- Experience and commitment to working with diverse populations and age groups
- Sensitivity to cultural diversity; familiarity with DEAI museum methods
- DEAI means diversity and inclusion of voices of underrepresented populations – race, ethnicity, ability, age, nation of origin, etc.

- Experience working with children; familiarity with a variety of teaching strategies and state educational standards
- Ability to prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- Keen attention to detail
- Creative problem solving
- Capacity to exercise sound independent judgment within areas of responsibility
- Excellent communication and strong public speaking skills
- Demonstrated computer skills and management of database systems; including Bloomerang, Canva, Google Drive, Constant Contact, Sign Up, Facebook Business Suite, WordPress, and other web applications
- Develop and conduct tours; track program and tour attendance
- Assist with grant writing and reporting
- Familiarity with the German language and culture is a plus
- A valid driver's license required
- Ability to work weekends and some evenings as needed

**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.

**About us:**

The mission of the German American Heritage Center is to preserve and enrich for present and future generations knowledge of the German immigrant experience and its impact on the American culture. Our focus is cultural programs and immigrant contributions. We reach out to other cultural groups and demonstrate the contributions made by immigrants from many countries and from varied backgrounds to the ethnic palette which is the United States.

Today GAHC&M, a National Historic Site, has evolved into a museum that includes a large permanent exhibit and two rotating special exhibits, an orientation theater, six education stations, and two restored hotel rooms. Visitors enjoy an interactive experience learning about immigrants' journey by sea, train, and foot, to their final destination at the German American Heritage Center building, which was originally a very busy hotel for thousands of immigrants in the 1860s. The museum also provides educational programs, workshops and classes relating to the German American experience and culture; Assists in the coordination of festivals to foster an understanding of German American heritage; provides for cultural exchange through genealogy workshops and production of cultural presentations to the public; and partners with other heritage groups on programs, exhibits, and events.

**To Apply:**

Send a cover letter, resume, and references to: Brian Allen at [brian@gahc.org](mailto:brian@gahc.org)

Use the position title as the subject to the email.

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

The German American Heritage Center and Museum does not discriminate based on race, color, religion, gender, gender expression, age, national origin, disability, marital status, or sexual orientation, in any of its activities or operations.