

# **Koch Family Children's Museum of Evansville**

## **Education Program Coordinator Job Posting**

You want your work to matter and here it will! Our mission is to create extraordinary experiences that ignite the imaginations of children and families through the power of play. It is our vision to be a premier educational resource and family destination that will inspire new generations of lifelong learners.

As an Education Coordinator you will support the Department of Education and Experience to see the vision and the mission of the Children's Museum of Evansville (cMoe) come to life!

Under the supervision of the Director of Education and Experience, you will demonstrate a strong ability to communicate, be customer service oriented, have a keen eye for quality, be flexible and adapt to change easily, a mind that is proficient at planning, organizing, and analyzing, be a team player, display initiative, and always show a high level of commitment to cMoe!

### **Key Responsibilities**

- Assist the Director of Education and Experience in the functionality of the education department.
- Ensure smooth operations, logistics, and support for program facilitators.
- Assist in managing activities related to educational programming.
- Maintain program documentation, schedules, and databases.
- Intercept information and process it in our system.
- Assist in managing the program budget, including tracking expenses and ordering supplies.
- Ensure all educational materials are up to date, accessible, and in good condition.
- Maintain correspondence to schools and community partners.
- Maintain databases relating to program and field trip registrations and department data.
- Assisting Supervisor in running the Education Department in an effective manner.
- May assist in the creation and development of educational content, lesson plans, activities, and resources that align with the museum's mission and target audience.
- Collaborate with other departments to ensure programs are well-rounded, inclusive, and engaging for a diverse group of children.
- Monitor department budget with Supervisor.

- Assist with department correspondence and reports.
- Assist in collecting feedback from program participants, staff, and educators to assess the effectiveness of educational offerings.
- Track program data (attendance, evaluation results, participant feedback) and provide reports to the Director of Education on program performance.
- Support volunteer engagement as assigned.
- Attend department meetings as requested.
- Assist with the planning and execution of special events, exhibitions, and festivals that align with the museum's educational goals.
- Provide logistical support for museum events and initiatives that engage children and families.
- Serve on ad hoc committees as necessary.
- Perform other related duties as assigned by the department Supervisor or Executive Director.

### **Qualifications**

- Associates degree in Education, Museum Studies, Early Childhood Education, or a related field, preferred.
- At least 1-2 years of experience working in educational settings.
- Strong organizational and multitasking skills with attention to detail.
- Exceptional customer service skills.
- Teamwork oriented.
- Driven to deliver quality work.
- Experience working with children and diverse audiences, including schools and families.
- Ability to work both independently and collaboratively as part of a team.
- Excellent verbal and written communication skills.
- Willingness to always learn.
- Have a growth mindset.
- Familiarity with museum educational practices or nonprofit organizations is a plus.
- Must possess passion for creating engaging and impactful learning experiences for children.

### **Working Conditions**

- The position may require occasional evening or weekend work depending on program schedules and special events.
- Must be able to lift and carry educational materials, supplies, and equipment up to 25 lbs.

## **Application Process**

If you're ready to make a difference and contribute to an engaging, playful, and educational environment for children and families, we'd love to hear from you! Please submit your resume and cover letter to [edrinkwater@cmoekids.org](mailto:edrinkwater@cmoekids.org).

\*cMoe values a diverse workforce and inclusive culture. cMoe is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.

\*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. cMoe Management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.