

## **Education Outreach Coordinator**

**Department: Education**

**Job Status: Full-Time**

**FLSA Status: Non-Exempt**

**Reports to: Director of Education and Experience**

**EEOC Job Classification: Service**

**Work Schedule: varied (as Scheduled)**

### **POSITION SUMMARY**

The Education Outreach Coordinator at the Children's Museum of Evansville (cMoe) is responsible for developing, implementing, and managing educational outreach programs that extend the museum's mission into the community. This role focuses on creating meaningful learning experiences for children, families, and educators outside the museum's walls, fostering partnerships with schools, community organizations, and other stakeholders.

### **ADA: REASONABLE ACCOMMODATIONS STATEMENT**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be provided to enable qualified individuals with disabilities to be able to perform the essential functions.

### **ESSENTIAL JOB FUNCTIONS FOR THE POSITION**

#### **Program Development and Delivery**

- Design, develop, and implement dynamic educational programs that align with cMoe's mission and goals.
- Adapt existing museum programs for outreach and create new content that meets the needs of diverse audiences.
- Deliver interactive and engaging educational sessions at schools, community centers, libraries, and other partner locations throughout Southern Indiana.

#### **Community Engagement**

- Maintain strong relationships with local schools, educational organizations, and community groups.
- Work collaboratively with partners to identify educational needs and opportunities for outreach.

- Represent cMoe at community events and meetings to promote museum programs and services.

### **Training and Coordination:**

- Coordinate logistics for outreach programs, including scheduling, transportation of materials, and set-up/tear-down of mobile exhibits and activities.

### **Evaluation and Reporting:**

- Implement evaluation tools to measure the effectiveness and impact of outreach programs.
- Collect and analyze data to inform program improvements and report outcomes to museum leadership and stakeholders.
- Prepare regular reports on outreach activities, achievements, and areas for growth.

### **Marketing and Promotion:**

- Collaborate with the marketing team to develop promotional materials and strategies to increase awareness and participation in outreach programs.
- Utilize social media and other digital platforms to engage with the community and share success stories.

## **EXPERIENCE REQUIREMENTS**

- Bachelor's Degree in Education, Early Childhood Development, Child Development, or a related field.
- Minimum of 2 years of experience in educational programming, outreach, or a related area, preferably in a museum or nonprofit setting.

## **SKILLS AND ABILITIES REQUIREMENTS**

- Strong knowledge of child development and educational best practices.
- Excellent communication and interpersonal skills.
- Ability to engage and interact effectively with diverse audiences, including children, parents, educators, and community leaders.
- Strong organizational and project management skills.

- Proficiency in Microsoft Office Suite and familiarity with educational technology tools.
- Ability to work flexible hours, including evenings and weekends, as needed.

## PHYSICAL REQUIREMENTS

- N (Not Applicable)**      Activity is not applicable to this position  
**O (Occasionally)**      Position requires this activity up to 33% of the time (0-2.5 hours/day)  
**F (Frequently)**          Position requires this activity from 33% – 66% of the time (2.5– 5.5+ hours/day)  
**C (Constantly)**          Position requires this activity more than 66% of the time (5.5+ hours/day)

Physical Demands		Lift / Carry and Push / Pull	
Stand	F	Lift/Carry 10 lbs or Less	O
Walk	F	Lift/Carry 11 – 20 lbs	O
Sit	F	Lift/Carry 21 – 50 lbs	O
Manually Manipulate / Grasp	F	Lift/Carry 51 – 100 lbs	N
Reach Above Shoulder	O	Lift/Carry Over 100 lbs	N
Climb Stairs	O	Push / Pull 12 lbs or less	O
Crouch / Crawl	O	Push / Pull 13-25 lbs	O
Squat or Kneel	O	Push / Pull 26 – 40 lbs	N
Bend	O	Push / Pull 41 – 100 lbs	N
Other Physical Requirements		Work Environment	
Visual Acuity (see fine details)	C	Exposure to loud noises	F
Ability to Hear	C	Exposure to general public	F
Ability to Read / Write	C	Exposure to slick walking surfaces	F
Ability to Speak	C	Exposure to office equipment	F
Ability to Discriminate Color	F	Exposure to chemicals	O
Ability to use hand tools	O	Exposure to power tools/equipment	N

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.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the

company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.