

**DALLAS HOLOCAUST
MUSEUM CENTER**
for EDUCATION and TOLERANCE

Program Coordinator

Department: Education
Reports To: Assistant Director of Programs
FLSA Status: Full Time, Exempt

The Program Coordinator serves a variety of functions related to public educational programs and volunteer recruitment and coordination for a rapidly growing Museum. The successful candidate will help plan, coordinate, and execute outstanding programs and manage a large pool of volunteers. The Program Coordinator must be highly detail-oriented, organized, flexible, and able to function as part of a team.

Job Duties:

- Work with Assistant Director of Programs to plan, coordinate, and execute public educational programs
- Provide administrative and research support to the Assistant Director of Programs
- Maintain up-to-date program calendar on several platforms
- Track program budgets
- Set up and manage online event registration pages
- Plan and manage details for programs, including third party venue logistics, speaker contracts and travel, setup and staffing needs, and program timelines
- Help set up and execute programs
- Collect and analyze post-event survey data
- Work with Marketing and Development Departments to ensure continuity of brand and to facilitate promotion of events and programs
- Assist with Community Partner communication for events and programs
- Maintain contact lists for Survivors and Generations in the DFW area
- Create Survivor notification phone tree and trigger phone tree when needed
- Assist with Claims Conference Survivor Grant tracking and reporting
- Generate programming ideas for Generations group
- Manage volunteer application and interview process
- Manage, track, and communicate with large pool of volunteers
- Help manage intern recruitment, application, and interview process
- Serve as one of two staff supervisors for Junior Board
- Work closely with Chief Education, Programs, and Exhibitions Officer, Director of Education, and other team members to provide support to the Education Department in all its activities
- Other duties and projects as assigned

Key Requirements:

- Required: Bachelor's Degree
- Preferred: 1-2 years of experience in events/programs
- General knowledge of the Holocaust, Human Rights, cultural issues and an affinity for/knowledge of modern history and politics is a plus
- Strong interpersonal skills and ability to work effectively in a team environment
- Some evening and weekend work required

Physical Requirements:

- Ability to lift up to 40 lbs. and carry items while walking
- Ability to set up and break down in-house event rooms

Competencies:

- 1. Judgment/Decision Making
- 2. Communication – Oral and Written
- 3. Organization/Planning
- 4. Business Literacy
- 5. Customer Focus
- 6. Integrity
- 7. Initiative
- 8. Collaboration/Teamwork

The Dallas Holocaust Museum/Center for Education and Tolerance is an equal opportunity employer.

Applicants, please send cover letter referencing the job title and resume to resume@dallasholocaustmuseum.org