

Education and Digital Learning Coordinator

Department:	Education
Reports to:	Director of Education
Classification:	Regular, Full-time
FLSA Status:	Non-exempt
Evenings/Weekends/Holidays:	As needed or assigned by Management
Pay Range:	\$17.00 - \$22.00 per hour

SUMMARY

The Education and Digital Learning Coordinator will ensure rich and diversified online educational experiences for student and adult audiences and provide leadership and oversight to digital learning strategies and digital assets management across the organization. This position will be responsible for planning, developing, implementing, and evaluating digital programming to fulfill the educational mission of the National D-Day Memorial Foundation (NDDMF). Digital experiences include, but are not limited to, online educational programming, online exhibits, digital resources, virtual field trips, and social media engagement. The NDDMF is fully committed to expanding digital engagement including increased integration of technology in exhibits, online content and virtual programming for all audiences.

The candidate must possess proven leadership skills, have familiarity in a wide variety of technologies and digital platforms, exhibit the ability to exercise sound, independent judgement in the conduct of research and program design, and create education initiatives that provide broad-based application across varying age groups. This position will be responsible for planning and executing education and community virtual outreach events designed to promote and increase interest in, and support of, the National D-Day Memorial; measuring outcomes in order to make recommendations for future improvements; and contributing to the overall success of the organization by working with management, co-workers, and other departments to provide input and support as needed or requested. All duties are to be performed in accordance with the policies and procedures of the NDDMF. Remote work will be limited to special projects and coordinated with management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Primary Duties:

- Manage and implement the Memorial's virtual programming and distance-learning initiatives, in support of the NDDMF mission objectives.
- Assist in the planning and presentation of the Memorial's public events, especially digital components.
- Work with Education staff to create, maintain, and update curriculum (in accordance with the state learning guidelines) to expand distance learning/outreach programming, and increase participation in those initiatives with groups and organizations across the country.
- Conduct virtual school programs utilizing web-based, distance learning programs.
- Assist with in-person, on-site, educational programming for students and adults, including conducting school programs.
- Supervise student visitors to ensure their safety and decorum.
- Develop educational content for web and social media.
- Work with the Director of Communications to maintain an effective virtual presence for NDDMF.
- Work with the Director of Education to establish long-term programmatic vision to ensure virtual programs are effectively reaching audiences, meeting programmatic goals and are aligned with the institutional mission.
- Manage technical and logistical support for teachers utilizing the Memorial's virtual programming.
- Review, update, and maintain digital resources for educators.
- Maintain and support the technology used for digital programming and distance learning programming. Suggest updates as needed.
- Track participant attendance in live virtual programs, as well as engagement with online content and off-site programming and provide monthly reports.

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Primary Duties (cont.):

- Be familiar with the collection, research files, exhibits, Necrology database, and library in order to maximize these resources through virtual programming in ways that meet our mission and suggest initiatives to this end.
- Cultivate educational, cultural, and civic partnerships, leveraging shared resources, cross promotion, and creative programming with other organizations.
- Participate in the Memorial's intern program, including marketing, interviews, selection, supervision of interns, and assignment to Memorial departments.
- Be prepared to act as tour guide at the Memorial site as needed.
- Participate in cross training initiatives to provide inter-departmental support, and to ensure appropriate office and/or site coverage.
- Attend training sessions, workshops, and meetings as requested.
- Other duties as assigned by Foundation Management.

Additional Duties:

- Assist Education and Outreach Coordinator with promotion, scheduling, and implementation of educational activities.
- Assist Education and Outreach Coordinator in the dissemination of accurate information to schools, teachers, and the general public about NDDMF education programs/events.
- Assist with other aspects of the Education Department's mission, including collections care and exhibitions as needed.
- Train affected staff, volunteers, and interns in regard to working with student groups.
- Assist Education and Outreach Coordinator with the master program/events calendar for staff reference.
- Help to prepare promotional information for print, direct mail, and signage; as well as distribution through various social media options.

OTHER REQUIREMENTS

This position requires the aptitude and willingness to perform the following in accordance with the policies and procedures of the National D-Day Memorial Foundation:

- Arrive to work on time and work as scheduled.
- Demonstrate an ability to exercise sound, independent judgment.
- Present a professional appearance, attitude, and demeanor at all times.
- Exhibit positive support for management decisions and objectives.
- Possess a proven track record for managing processes to set and achieve challenging goals.
- Demonstrate effective organizational and time management skills.
- Exhibit the ability to cross-train and work effectively in multiple environments.
- Be detail and deadline oriented with a strong work ethic.
- Be creative, highly motivated, outgoing, and team oriented.
- Exhibit above average public relations and customer service skills.
- Exhibit above average written and oral communication skills.
- Exhibit superior computer skills with a thorough knowledge of Microsoft applications, and the ability to learn other applications such as video conferencing, video editing, sound clip editing and graphic design in support of virtual programming and promotional materials as duties require.
- Multi-task and exhibit a high level of skill with problem resolution.
- Work well with the public, including both adults and students.
- Demonstrate the ability to handle sensitive situations with diplomacy.
- Demonstrate the ability to work collaboratively with other departments and maintain positive relationships.
- Demonstrate the ability to make common sense decisions.
- Be available to work weekend, evening, and overtime hours as needed.
- Develop and maintain accurate records.

SUPERVISORY RESPONSIBILITIES

This position currently has no direct reports; however, supervisory responsibilities include oversight of virtual educational programming initiatives and ensuring student groups maintain appropriate decorum while visiting the Memorial. Potential supervisory responsibilities involving the intern program include appropriate documentation of intern hours and required reports. The Education and Digital Learning Coordinator must be capable of accepting responsibility for addressing complaints and resolving problems on a daily basis. He or she will carry out responsibilities in accordance with applicable laws and the organization's policies and procedures.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

****Required:** Familiarity in a wide variety of technologies and digital platforms.

A Bachelor's degree relating to museum studies, educational technology, instruction design, history or general education; or equivalent combination of education and experience. Familiarity with World War II and D-Day in particular are also desirable.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to create routine reports and correspondence with efficiency and excellent grammatical skill. Ability to speak effectively before groups of any size with confidence and ease.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to create and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License

CPR, First Aid, and AED (or ability and willingness to be trained) preferred

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel; reach with hands and arms; speak in a clear, strong voice to be heard by large groups; and hear. The employee frequently is required to stand and sit; and occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. In the event of an emergency the employee may be required to assist with weight in excess of 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The National D-Day Memorial is an outdoor facility. While performing the duties of this job, the employee is often exposed to outside weather conditions in addition to a standard office environment. Dependent on the task or circumstance, the employee might be exposed to moving mechanical parts, fumes or airborne particles and vibration. The noise level in the work environment is usually quiet to moderate.

How to Apply: Please send your résumé and cover letter to employment@dday.org for consideration. Please do not call regarding the position. Qualified applicants will be contacted directly.