



Program Coordinator

Department: Education
Reports To: Director of Programs
FLSA Status: Exempt

Summary

The Program Coordinator serves a variety of functions related to public educational programs and volunteer recruitment and coordination. 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 Director of Programs and Volunteers to plan, coordinate, and execute public educational programs
- Provide administrative and research support to the Director of Programs and Volunteers
- Maintain up-to-date program calendar on several platforms
- Help track program budgets
- Set up and manage online event registration pages
- Plan and manage details for programs, including speaker contracts and travel, setup and staffing needs, and program timelines
- Help set up and execute virtual, in-person, and hybrid 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 programs
- Manage volunteer application and interview process
- Help train, manage, 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
3. Organization/Planning
4. Business Literacy
5. Customer Focus
6. Integrity
7. Initiative
8. Collaboration/Teamwork

The Dallas Holocaust and Human Rights Museum is an equal opportunity employer. We value and strongly encourage a diverse environment.

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