



Program Coordinator

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

Summary

The Program Coordinator serves a variety of functions related to public educational programs. The successful candidate will help plan, coordinate, and execute outstanding programs and establish and maintain community partnerships. 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
- Work closely with Chief Education 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@dhrm.org.