



EDUCATION DATA ASSOCIATE

Department: Education, Learning and Curriculum Team
Reports To: Director of Education
Employment Status: Temporary Part-time, Non-Exempt
Hourly contract: \$20/hour (15-20 hours a month)

The Education Data Associate is a temporary part-time position for the 2025-2026 Texas public school spring semester. The Associate will support the planning and coordination of educational programs for elementary schools participating in the Museum's Upstander Partnership.

Job Duties

- Provide administrative support to the Museum Educator (Elementary), including assistance with communications, documentation, and scheduling support.
- Assist with logistical coordination and scheduling support for Education Program Facilitators, following established processes and with final approval from the Director of Education.
- Assist the Museum Educator (Elementary) as the logistical point of contact for school site representatives—such as office staff, campus contacts, and classroom teachers—to confirm program details and logistics.
- Provide task-specific administrative support to the Learning and Curriculum Team and Director of Education as assigned within the scope of contracted projects.

What to Expect

- The role is non-supervisory and does not include authority over hiring, scheduling decisions, or program policy.
- Work is performed independently, with flexibility in how tasks are completed, while meeting agreed-upon timelines and deliverables.
- Final decisions regarding programs, schedules, and operations remain with Museum staff.
- This is a temporary position that concludes at the end of the 2025-2026 Texas public school spring semester.

Key Requirements

- Associate or bachelor's degree.
- 2 years of administrative experience.
- Interpersonal skills and ability to work independently.
- Strong organizational, administrative, and planning skills.
- Proficiency in Microsoft Office (Excel, Outlook, PowerPoint, Word).

Competencies

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

Dallas Holocaust and Human Rights Museum Core Values

Respect: We treat everyone with dignity and respect.

Empathy: We understand that people have varied experiences of struggle and triumph and we treat everyone with compassion.

Inclusivity: We value people's differences and strive to make the Museum accessible to all.

Excellence: We work to perform at the highest possible level in everything we do.

Integrity: We act ethically and transparently.

Courage: We are Upstanders.

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

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