



THE COMPANY

Illinois Holocaust Museum & Education Center (IHMEC) honors Survivors and victims of the Holocaust by teaching universal lessons that combat hatred, prejudice, and indifference. The Museum activates this mission through world-class exhibitions, public programming, and educational initiatives to equip audiences with knowledge, skills, and courage to take a stand for humanity. Today, IHMEC is the third-largest Holocaust museum in the world and second largest in the country, impacting hundreds of thousands of students, teachers, law enforcement and community members annually. As a world leader in connecting the history and lessons of the Holocaust, we inspire visitors to become Upstanders, who speak out for what's right – turning powerful lessons of history into positive actions today.

Revenues are derived from major special events, corporate and individual giving, visitor receipts, gift shop revenues, and major grant fundraising – foundation, family, and government.

THE POSITION

Position Title: Education Coordinator
Location: Skokie, IL
Reports To: Associate Director of Education

Among the Museum's key priorities is to innovate how people connect with the history and lessons of the Holocaust and to increase the number of people (including students/educators, law enforcement professionals, and general audiences) interacting with the Museum. In addition to increasing the number of visitors to the Museum itself, we also create learning and engagement opportunities beyond the Museum walls.

Since 2011, the Museum has conducted trainings for law enforcement officers and recruits from the Chicago metropolitan area through the Brill Law Enforcement Action in Democracy (LEAD) program. As part of the Museum's strategic plan, LEAD will expand to reach departments across Illinois through in-person and online trainings conducted onsite at the Museum and around the state.

Reporting to the Associate Director of Education, the Education Coordinator brings critical thinking and creativity to strengthen and support the LEAD program, including (1) oversee all logistics and scheduling of onsite and virtual LEAD trainings, including scheduling with Departments and facilitators, program materials including catering, and day-of support for onsite programs; (2) conduct outreach to law enforcement departments to expand the program; (3) track statistics and related data for trainings, including participation and billing; (4) collect and aggregate all survey and evaluation data for trainings. In addition, the position will oversee logistics, scheduling, and data-tracking for The Journey Back: A Mobile VR Experience and other programs. The successful candidate must be able to work efficiently and effectively in a fast-paced and multi-faceted environment.

MAJOR RESPONSIBILITIES

In addition to the above, the Education Coordinator will:

- Recruit and retain new external facilitators.
- Manage external facilitator scheduling, payments, and contracts.
- Create annual reports for law enforcement agencies about the efficacy and impact of the program among participants.
- Facilitate trainings, as needed.
- Coordinate with Operations department and volunteer manager on onsite trainings.
- Coordinate with external mobile VR partner on scheduling and shipping.



Additional Information

- Hybrid schedule is available, with flexibility to accommodate onsite programs required
- Must be available to work flexible hours including early mornings, nights, and weekends as needed
- Available to travel in-state when required (less than 10%)
- Other duties as assigned

THE PERSON

We seek a dynamic candidate with a passion for human rights and history. Knowledge of the Holocaust, genocide, and/or human rights is not required.

Job Qualifications

- Must be able to present as poised, confident, and professional at all times.
- Strong public speaking and writing skills.
- Positive, enthusiastic, creative “can do” attitude with a proven track record of seeing projects through from start to finish.
- Organized, detail-oriented, and flexible.
- Experience working on collaborative teams with solution-oriented disposition.
- Strong computer skills and knowledge of industry accepted software including Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).

Physical Requirements

May need to climb up and down stairs; to bend, stoop, and lift or move materials and retrieve files; to pull/push, lift, and carry up to 25 pounds; spend considerable time on feet; and to reach both above and below shoulder height.

Salary Range

\$40,000-\$50,000, commensurate with experience

Committed to Diversity

Illinois Holocaust Museum & Education Center is an equal opportunity employer and is committed to creating an inclusive environment for all employees. People of color, people of all gender identities, LGBTQ+ people, and people with disabilities are strongly encouraged to apply.

Learn More

Visit our website, engage in virtual experiences, and learn more at ilholocaustmuseum.org.

To Apply

Interested applicants should email a cover letter and resume to jobs@ilhmec.org and include “Education Coordinator” in Subject Line.