



Position Description

Job Title:	National History Day Philly Education Fellow
Division:	Programs and Services
Reports to:	Senior Director of Programs and Services
FLSA Status:	Part-time temporary

Position Background

The Historical Society of Pennsylvania (HSP) supports National History Day Philly, a collaborative award-winning academic program that enhances student education and achievement. This annual program encourages 6th-12th graders to undertake primary source historical research that fits into a national theme. Students share their research through creating papers, exhibits, documentaries, websites or performances. The regional competition of about 500 students will be held March 18 and 19, 2020, at institutions on or near Independence Mall. The chief organization of NHD Philly through its Education Specialist and NHD Philly Program Manager is the National Archives at Philadelphia.

The person hired for this job will serve as a National History Day Philly Education Fellow. The Education Fellow assists the NHD Philly Program Manager from the National Archives plan and manage logistics for the two-day contest. They may also assist others involved in the contest, including the Senior Director of Programs and Services for the Historical Society of Pennsylvania.

Primary Responsibilities

This is only a partial list of tasks. The Fellow should be an adaptable person who can pick up duties as assigned as necessary for this large, collaborative and complex program.

- Assist with the project and judge registration process and manage data for both groups prior to and during the competition.
- Create and compile student, teacher, and judge materials for March competition.
- Assist with event logistics on March 18 and 19, such as check-in, lunch, space issues.

Skills and Requirements

- Ability to work in a fast-paced, deadline-oriented environment.
- Strong planning and time-management skills.
- Ability to work independently and as part of a team.
- Ability to communicate orally and in writing in order to effectively present information and promote programs.
- Knowledge of Google applications is essential. Also, knowledge of Microsoft Office Suite and the ability to establish and use electronic files.
- Preference given to those with prior knowledge of/experience with National History Day and National History Day contests.
- Must be available to work all day March 18 and 19, 2020.

Salary and Benefits

This position is temporary, paid part-time (24 hours/week) January through the end of March, The specific dates will be determined with the candidate.

Position Conditions

The home office location will be the Historical Society of Philadelphia, 1300 Locust St. Philadelphia. Individuals considering the position need to have their own transportation.

To Apply

Applicants should submit the following materials as soon as possible

1. A cover letter outlining why you believe you would be a good candidate for this position.
2. Current resume describing recent employment and education history.
3. A list of two references with e-mail and phone contact information (Please note that HSP will not contact these people until you have been notified).

Applications should be e-mailed and addressed to:

Beth A. Twiss Houting, Senior Director of Programs & Services at btwisshouting@hsp.org. For more information about The Historical Society of Pennsylvania, visit us at: www.hsp.org. For more information about NHD Philly, visit our website or Facebook page.

Application deadline: November 15, 2019. Interviews will be conducted in late November and early December.