

Education Coordinator

The USS Constitution Museum seeks a dynamic and customer-focused Education Coordinator to lead student and youth program facilitation and coordinate the day-to-day delivery. Reporting to the Education Manager, the Education Coordinator serves as the primary point of contact for schools and educational partners, ensuring the seamless planning, scheduling, and implementation of educational programs. This position oversees group reservations, facilitates educational experiences, supports curriculum implementation, and works closely with the Education Manager to ensure the smooth operation of the Education Department.

Group Reservations & Customer Service

- Serve as the primary contact for all student group visit inquiries, providing accurate and timely information on programs, pricing, scheduling, and Museum offerings.
- Coordinate and schedule school groups, educational programs, tours, and virtual offerings using FileMaker, Outlook, and departmental calendars.
- Coordinate logistics for student group visits, including rotation schedules, transportation, Navy coordination, and other operational needs.
- Communicate effectively with teachers, school administrators, bus companies, Navy partners, and Museum staff to ensure a positive visitor experience.
- Prepare confirmations, invoices, grant documentation, and other reservation materials.
- Welcome school groups and provide on-site support as needed.
- Maintain accurate records of reservations, attendance, payments, grant-funded visits, and program statistics.
- Maintain departmental records, statistics, and reports to support program evaluation and planning.

Teaching

- Facilitate museum education programs for students and youth.
- Assist in coordinating Scout programming and other special educational events.
- Support the implementation of K–12 curriculum, educational resources, and departmental initiatives developed by the Education Manager.

Qualifications

- Demonstrated interest and experience in museum education, teaching and history.
- Experience coordinating educational programs, events, or group experiences.
- Excellent customer service and interpersonal skills.
- Strong written and verbal communication skills.
- Demonstrated organizational skills with exceptional attention to detail and the ability to manage multiple priorities.
- Proficiency with Microsoft Office Suite; experience with FileMaker or other reservation databases preferred.

This is a part-time, 30-hour/week position.

Pay: \$22/hour