

MISSISSIPPI DEPARTMENT OF ARCHIVES & HISTORY

HISTORIC RESOURCES SPECIALIST I Outreach Programs Coordinator

Programs and Communication Division, Education Section

To apply for this position online, please go to the Mississippi State Personnel Board at www.mspb.ms.gov and submit an e-application. If you need more information about the application process please contact Diane Mattox, human resources director, at 601-576-6866.

STARTING ANNUAL SALARY: \$29,500.00

DEADLINE FOR RECEIVING APPLICATIONS: January 21, 2019

The incumbent serves in the Education section of the Programs and Communication division. The outreach coordinator fosters connections between educators and MDAH's educational resources. The incumbent is responsible for:

- Educator outreach (newsletter distribution; Teacher Advisory Group; classroom visits)
- Traveling trunks and traveling exhibits (shipping/receiving; aiding in updating)
- Attending conferences as a presenter or exhibitor
- Aiding in the Mississippi History Day program
- Researching/creating lesson plans
- Contacting schools about learning opportunities
- Aiding in research/creation of site education materials
- Helping with annual education events
- Other duties as assigned

Education and experience must meet the following criteria:

- Bachelor's Degree from an accredited four-year college or university and one (1) year of experience

Preferred qualifications include: The ideal candidate will have strong communication skills (oral and written), experience in public speaking, ability to perform administrative tasks, computer skills including Adobe InDesign and Photoshop, Microsoft Office (Word, Excel, PowerPoint Etc.), and PC/Mac video editing experience. The incumbent must be able to lift 50 lbs., stand for extended periods of time, and work outdoor events.

MDAH is an Equal Opportunity Employer.

Our Mission: By preserving Mississippi's diverse historic resources and sharing them with people around the world, MDAH inspires discovery of stories that connect our lives and shape our future.