



POSITION ANNOUNCEMENT
PROGRAM MANAGER
NATIONAL HISTORY DAY

[National History Day](#)® (NHD) is looking for an energetic and talented individual to support a suite of robust history education programs for teachers and students.

NHD is a highly-regarded nonprofit organization that offers a year-long academic program focused on historical research, interpretation, and creative expression for students in grades 6–12, culminating in a national competition held in Washington, D.C. NHD also supports teachers through an extensive and growing array of resources and programs. NHD works with affiliates across the U.S. and internationally to implement its programs.

Reporting to the Deputy Director, Educational Programs, the Program Manager is a full-time position that will manage NHD programs, including, but not limited to, publications, teacher and student institutes, National Contest programming, and live or virtual teacher professional development. The Program Manager also works with other staff and with affiliate coordinators. Travel is required for this position. The position is based in the NHD office in College Park, Maryland.

Our ideal candidate is a self-starter with superior communication skills who enjoys working with teachers and students, is organized, is passionate about education, and has experience managing multiple detailed projects with ease.

Responsibilities

- Manage ongoing projects with staff and outside partners.
- Write and edit various program materials, including instructions, guidelines, lesson plans, historical profiles, articles, and other similar materials.
- Lead professional development programming for teachers.
- Collect and analyze evaluation feedback from various programs.
- Assist with the writing and editing of grant applications and requests for proposals.
- Attend national conferences to promote NHD and engage with teacher and student audiences.
- Process and monitor incoming materials, answer questions and troubleshoot where needed.
- Assist and manage teacher and student programming connected to the NHD National Contest in June.
- Provide support (and programming) for the NHD National Contest.

Qualifications

- Undergraduate degree in the humanities, preferably history (master's preferred)
- Working knowledge of Word, Excel, PowerPoint, Outlook, and Google Workplace
- Superior spoken and written communication skills
- Classroom teaching experience (minimum of five years)
- Experience with the National History Day program in a classroom, museum, or historical institution
- Experience leading training sessions or professional development
- Meticulous attention to detail and accuracy
- Ability to work on numerous competing tasks at once
- Experience working both independently and as part of a team
- Willingness to travel by car, airplane, and/or train to various locations
- Valid state driver's license and the ability to rent a car for business travel

Salary and Benefits

In addition to a salary in the range of \$70,000, we offer:

- Competitive comprehensive health benefits, including dental; and
- A 403b retirement plan with employer contributions.

How to Apply

Please provide a cover letter explaining your interest in National History Day, the position, and your experience. Share your resume and a writing sample (up to five pages). Please scan or combine these three items into one PDF file and upload the file in this form (form.jotform.com/242274161227047).

August 2024