



ASSISTANT CONTEST MANAGER
FULL-TIME

National History Day® (NHD) seeks an energetic and talented individual to support the National Contest and provide technical assistance and resources to program coordinators, teachers, and students at the affiliate and local levels. The ideal candidate is passionate about history education, enjoys working with people, and has experience prioritizing and managing detailed projects with ease and poise.

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 and working closely with the Associate Director of Contest and other staff on the contest team, the Assistant Contest Manager will assist with all aspects of the National Contest. The Assistant Contest Manager will focus particularly, but not exclusively, on developing technical fluency with and providing training on zFairs, NHD's contest management system, and NHDWebCentral®, NHD's platform on which students build websites for contest submission. Some travel is required for this position. The position is based in the NHD office in College Park, Maryland. The successful candidate must pass an FBI background check.

Responsibilities

- Develop thorough fluency with the contest management and registration system (zFairs).
- Continually work with other staff and the contracted software developer to improve zFairs and NHDWebCentral system features through feedback prioritization and testing.
- Assist with facilitating all National Contest logistics.
- Support contest planning and preparation throughout the year.
- Write and edit various contest-related materials.
- Develop and deliver contest-related training, both online and in-person.
- Develop fluency with and provide information about contest rules, procedures, and best practices.
- Assist with troubleshooting and developing solutions for challenges that arise at all contest levels.
- Assist with teacher and student programming connected to the NHD National Contest in June.
- Maintain and refresh the NHD mobile app.
- Provide support, as needed, for other NHD initiatives.

Qualifications

- Undergraduate degree in the humanities, education, or a similar discipline
- Working knowledge of Microsoft Office and Google Workspace
- Proficiency with troubleshooting hardware and software

- Familiarity with content management systems, preferred
- Event and/or project management skills
- Superior spoken and written communication skills
- Experience with providing customer service
- Meticulous attention to detail and accuracy
- Ability to multitask
- Experience working both independently and as part of a team
- Ability to stay calm under pressure in a fast-paced environment

Salary and Benefits

In addition to a salary in the range of \$55,000-\$70,000, depending upon experience, we offer:

- Competitive comprehensive health benefits, including dental and vision; 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 work experience. Share your resume and a writing sample (up to five pages). Please scan or combine these three items into a single PDF file. Upload these materials to:

<https://form.jotform.com/260046416053145>.

January 2026