



## **Job Description: Assistant Director of Statewide Outreach**

2024

**Reports to:** Director of Education and Experiences

**Summary:** The Mississippi Children's Museum (MCM) seeks an enthusiastic, motivated, and organized individual to lead all outreach and enrichment efforts. The Assistant Director of Statewide Outreach is a full-time year-round position that will report directly to the Director of Education and Experiences

### **Principal Accountabilities:**

- ❖ Serves as point person for all outside consultation requests and outreach efforts to include:
  - The LIFT online and in person professional development
  - Reach out and Read
  - Talk from the Start
- ❖ Work with the marketing department to develop effective strategies for promoting and booking outreach events in schools, communities, libraries, etc.
- ❖ Assist the development team in grant writing and proposal development as related to programs.
- ❖ Create relationships and network with professionals in STEAM, Literacy, and Health across the state.
- ❖ Develops collaborative school relationships and partnerships across the state and completes all correspondence (written and verbal) with educators via email, fax, and phone.
- ❖ Develop and implement evaluation processes for the outreach programs.
- ❖ Lead and maintain outreach goals and documentation for multiple grants.
- ❖ Works closely and collaboratively with other members of the MCM management team as necessary to achieve the museum's mission, vision, and strategic goals and create a valuable visitor experience.
- ❖ Participates in long-range planning for the education/programs department as well as overall museum goals toward educational initiatives.
- ❖ Serve as the direct supervisor for both the Education and Outreach Coordinators.
- ❖ Other duties as requested.

### **Qualifications and Skills:**

Bachelor's degree in education field is required; a teaching license and/or museum education experience is a plus. At least three years' experience in an informal or formal educational setting is preferred. A commitment to informal education and experiential learning

- Experience in public speaking, teaching, and training adults and children, and knowledge of inquiry-based learning preferred.
- Energy and ability to perform several physical tasks each day.
- Excellent organizational, interpersonal and communication skills preferred; must be a self-starter.
- Excellent analytical and problem-solving skills.
- Experience working for a non-profit is preferred.
- A commitment to informal education and experiential learning
- Demonstrated understanding of and familiarity with implementing age-appropriate, interactive teaching practices
- Proven ability to provide outstanding customer service in fast-paced setting and act quickly in a challenging situation.
- Proven ability as an organized and motivated employees
- Proven ability to work with diverse public.
- Proven ability to initiate and follow-through on projects independently.

**Hours:**

- Must be able to travel throughout the state of Mississippi.
- Must be able to work consistently during the week and during the evenings and/or weekends when required. Due to the nature of the work for this position, there will be a flexible schedule created with the Director of Education and Experiences based on the needs throughout the state.

The Mississippi Children’s Museum is a 501(C) 3 organization with the mission of providing unparalleled experiences that ignite a thirst for discovery, knowledge, and learning in all children. To apply, please submit a letter of interest and resume: [careers@mcm.ms](mailto:careers@mcm.ms).

Management reserves the right to modify, delete, and/or add additional expectations to meet the needs of the Mississippi Children’s Museum as necessary.

