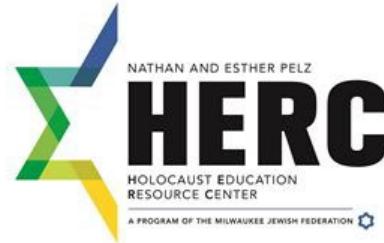




MILWAUKEE  
JEWISH FEDERATION



## JOB DESCRIPTION

### HERC EDUCATION COORDINATOR

**Department:** HERC

**Reports to:** HERC Executive Director

**FLSA Status:** Exempt

**Work Status:** Full time

**Salary Range:** \$40-\$50K, commensurate with experience

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#### About the Milwaukee Jewish Federation

Through the development of community-wide financial support, planning and allocations, the mission of the Milwaukee Jewish Federation (MJF) is to ensure the continuity of the Jewish people, to enhance the quality of Jewish life and to build a strong unified Jewish community in Milwaukee, in Israel and throughout the world. [Learn more about the Milwaukee Jewish Federation.](#)

#### About the Holocaust Education Resource Center

The Nathan & Esther Pelz Holocaust Education Resource Center (HERC), a program of the Milwaukee Jewish Federation, is dedicated to the building of a society resting on the values of tolerance and diversity, dignity and respect toward all human beings. HERC teaches both students and adults the lessons learned from the Holocaust which led to the mass murder of six million Jews and five million non-Jews by the Nazis and their collaborators during World War II.

HERC is dedicated to the memory of the victims of the Holocaust. It is only through learning about the dangerous and destructive course taken by the Nazis – of hatred, bigotry, and racism – that we can inspire our future generations to sustain a peaceful and just society for all.

As the only organization in the state of Wisconsin solely dedicated to Holocaust Education, HERC is at a pivotal time in its history as our team meets the needs of educators and students statewide under Wisconsin Act 30, which was unanimously passed with bipartisan support in Spring 2021 and requires all public and charter middle and high schools to educate students about the Holocaust. HERC works closely with the Wisconsin Department of Public Instruction, school districts, and educators statewide to bring world class professional development opportunities and resources to every corner of our state.

Last year, we trained 550 educators on best practices in Holocaust education and impacted over 100,000 people through our in-person programming and digital resources.

#### Summary/Objective

The HERC Education Coordinator supports the fulfillment of our critical educational mission by:

- providing logistical support for outreach to and resource development for a variety of audiences, including students, teachers and schools; and
- managing the collection of data resulting from these initiatives.

### **Essential Functions**

- Provides logistical support for HERC's outreach to middle school, high school and college students.
- Reaches out to schools currently and previously engaged by HERC, including teachers, principals, superintendents, and department heads, to promote and engage new schools and communities that may benefit from the wide range of HERC offerings.
- Schedules field trips, educational programs, seminars, teacher training workshops, and speaking engagements that help enhance Holocaust education among both students and adults.
- Updates and creates resources appropriate for middle and high school students for the [Holocaust Education Map](#) platform under the supervision of the Education Director.
- Prepares materials, helps plan logistics for, helps lead, and attends regional educator workshops, trainings, and professional developments.
- Reaches out to education students at Wisconsin colleges and helps them explore and become familiar with the wealth of resources and programs offered by HERC.
- Leads in-class programming and field trip lessons during peak of education season.
- Coordinates the evaluation and collection of data from educator and student audiences.
- Manages the compilation and analysis of data and performance metrics across all HERC programs, to produce a comprehensive annual data report for key donors and stakeholders to demonstrate HERC's impact.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Required Experience**

- Bachelor's Degree in Museum Studies, Holocaust and Genocide Studies, Data Analytics, Education, Public History, or a related discipline required; Master's Degree preferred
- Experience in Holocaust and Genocide Studies preferred, passion for the subject required
- Experience in K-12 education preferred
- Proven experience collecting and analyzing data in education-based settings through surveys, interviews, and additional measurement tools
- Experience conducting audience evaluation and research

### **Required Skills/Abilities**

- Self-starter, highly knowledgably and creative
- Good communicator and enthusiastic, positive motivator; a team player
- Ability to work with volunteers and other professional partners
- Excellent writing and public speaking skills
- Good computer and technical skills, including proficiency in Microsoft Suite, SurveyMonkey, Zoom, and other audience interface platforms
- Must be detail-oriented and able to organize complex data and projects
- Demonstrated flexibility and creative problem solving
- Must have a valid driver's license and access to an insured vehicle for periodic travel

**Supervisory Responsibility**

- None

**Hours and Benefits**

Typical office hours are Monday-Thursday, 8 am-5 pm, and Friday, 8 am-3 pm. This work is majority in-person, with remote option available 1-2 days per week. Periodic overnight travel throughout the state to lead workshops and programs for students and educators is required, on average 4-8 trips annually.

This position is eligible for 10 vacation days and 7 personal days annually. In addition, MJF observes 7 federal holidays as well as Jewish holidays that prohibit work, typically adding between 11 -17 additional paid days off annually depending on the Hebrew calendar. Other benefits include medical, dental and vision insurance, paid parental leave, health savings and flexible spending accounts, short- and long-term disability, life insurance, and 401K plan.

**Work Environment and Physical Demands**

For in-office days, this job operates in a professional office environment with pleasant working conditions, good lighting and ventilation and moderate noise level. Some work will be conducted offsite in school or community settings.

This role frequently uses standard office equipment such as computers, phones, photocopiers and filing cabinets. There will be frequent computer usage which will require arm and hand dexterity as well as all vision abilities to be successful. This is largely a sedentary role; however occasional filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. On rare occasions it may be necessary to lift and/or move up to 15-20 pounds, usually waist high. Must be able to drive to locations statewide to lead workshops and programs.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required to perform the job. Duties, responsibilities and activities may change at any time with or without notice.