

Special Assistant: Education

Working at the National Museum of the Marine Corps

Job Description

The Education Special Assistant will work with National Museum of the Marine Corps (NMMC) Education staff to support visiting schools, teachers, homeschool groups, summer camp programs, and Professional Military Education programs.

The position is limited to 29 hours per week with a term not to exceed three years. The position requires evening and weekend shifts that vary from week to week.

Duties:

- Greet and monitor school groups
- Provide an overview of the museum exhibits and directs groups
- Assist with presenting content to school groups, homeschools students, summer camp participants, and adult learners
- Set up supplies, handouts, etc., for educational programs
- Help with curriculum development
- Assist in the coordination of Professional Military Education (PME) programs
- Assist with educational special events

Qualifications:

- Strong written and oral communication skills
- Experience interacting with the general public including groups
- Teaching experience with K-12 students or adult learners is a plus
- Education and/or experience creating and presenting educational content
- Attention to detail and organizational skills
- Ability to multi-task and manage time effectively
- Good interpersonal skills
- Experience using Microsoft Office Suite (Word, Excel, PowerPoint)
- Interest in the US Marine Corps, military history and/or American history