



Education Assistant, Full-time

MOHHC Department: Education Department

Reports To: Maranda Wilkinson, Director of Education

Position Overview

We are seeking a dynamic, detail-oriented Education Assistant to support the daily operations of the National Medal of Honor Heritage Center's education department. This role is ideal for an early educator who thrives in fast-paced environments, enjoys working with diverse audiences, and brings enthusiasm and creativity to every interaction. This position will play a key role in coordinating and facilitating field trips and summer camp, supporting seasonal programming through logistical planning and organization, and amplifying the department's outreach and marketing efforts.

Key Responsibilities

- Coordinate and facilitate school field trips, including scheduling support, planning and overseeing related logistics, and on-site program support and facilitation
- Serve as a key point of contact for teachers, ensuring clear, timely, and professional communication
- Assist in the planning and delivery of summer camp and other programs overseen by the education department
- Support the development, coordination, and execution of education-related events and initiatives
- Collaborate with the Director of Education and marketing position to contribute to marketing efforts for the education department, including promotional materials, outreach strategies, and social media
- Maintain accurate records, schedules, and program materials with a high level of attention to detail
- Collaborate with education staff and supporting volunteers and docents to ensure engaging, educational, and well-organized visitor experiences
- Manage multiple projects simultaneously

Qualifications

- Bachelor's degree in Education or a related field required
- Exceptional organizational and logistical skills
- Previous teaching or educational program experience strongly preferred
- Strong written and verbal communication abilities
- Ability to manage multiple priorities and adapt in a fast-paced environment
- Experience with program coordination, event planning, or educational outreach

Ideal Candidate

- Brings “BIG energy” and a positive, can-do attitude to all aspects of the role
- Highly detail-oriented, dependable, and committed to completing tasks
- Enjoys program logistical planning and execution
- Familiarity with Canva and ability to create appealing presentations and educational-related resources
- Comfortable taking initiative and solving problems independently
- Enjoys working collaboratively while also managing responsibilities autonomously
- Passionate about education, museums, and community engagement

Work Environment

This role requires a flexible schedule, including occasional weekends and extended hours during peak programming seasons and for special education events both onsite and offsite. This is an onsite position at the Heritage Center with very few, if any, opportunities for remote work days.

Physical Requirements

This role requires the following:

- Ability to lift up to 25–40 lbs
- Standing and walking for extended periods of time
- Driving | Active Driver’s License
- Outdoor and indoor program facilitation
- Travel mobility

Employment Details

- Full-time position
- \$55,000–\$60,000 depending on experience and qualifications met
- 9 paid holidays, 3 weeks PTO
- Health insurance provided
- Retirement plan
- Typical Schedule: 9am-5pm but must be flexible to include occasional weekends, peak seasons, and for special events

Performance Expectations

This position will be expected to meet the high standards set by the Director of Education—meaning work must be completed to standard as communicated and with attention to detail. Engagement with teachers, students, and other individuals the Education Department interacts with is expected to be cordial and inviting.