



## **Associate Project Director for the Civil Rights Movement and Labor History Education Initiative**

### **POSITION DESCRIPTION**

Teaching for Change has been funded by the W.K. Kellogg Foundation for 2011-2013 to continue work with the McComb, Mississippi community and school district and other sites in the state to draw on Mississippi history and current resources to work collectively across racial lines for a better quality education for all public school students by: increasing academic performance, particularly reading, writing, and critical thinking; providing strong teacher professional development; promoting active civic engagement; positively impacting personal racial identity and race relations; and being part of a collaborative school district-community effort.

We are seeking to hire a Washington, DC-based staff person to coordinate statewide outreach, curriculum development, communications, documentation, fundraising, and identifying additional partnerships and resources. The job includes some travel to and within Mississippi for planning, professional development, documentation, and support.

Candidates must have experience in teaching middle or high school U.S. history and program management.

The **Associate Project Director** for the Civil Rights Movement and Labor History Education Initiative is responsible for overall project management.

#### **McComb**

- Ensure regular communication – internal and external. Prepare reports to be shared with all key team members, other partners, funders, and evaluators.
- Perform tasks related to relationship building, coalition-building and relationship management with McComb school district and community leaders through conference calls, meeting minutes, scheduling, and other administrative functions.
- Supervise and support the work of project staff and consultants.
- Secure or develop and introduce lessons.

- Identify and coordinate public presentations and print media opportunities for people involved with the project.
- Support local capacity building efforts through grant writing with the intended outcome of long term sustainability
- Support grant administration by ensuring TFC is in compliance with grant expectations.
- Volunteer and pro-bono support coordination.

### **Statewide**

- Coordinate documentation of effective practices in other districts in the state.
- Create on on-line source of lessons, films, and books for classroom use about Civil Rights Movement and labor history in Mississippi.
- Coordinate relevant state and national partnerships.

### **Requirements**

- Demonstrated experience with social justice education, particularly curriculum design
- Experience teaching middle or high school U.S. history from a social justice/people's history perspective
- Familiarity with community organizing and coalition building
- Project management experience
- Strong writing skills and organizational skills
- Willingness to take initiative and be flexible
- Willingness to travel out of town for 2-4 days at a time at least one a month
- Familiarity with communications strategies and public relations
- Commitment to the mission of Teaching for Change and social justice

Full-time position. Salary: \$45,000 plus benefits. Our office is located in the historic U Street Corridor in Washington, DC.

Qualified candidates should send a current resume and a thoughtful cover letter explaining how they are a good fit for the position and organization to Allyson Criner Brown: [acbrown@teachingforchange.org](mailto:acbrown@teachingforchange.org). Only candidates of interest will be contacted. No phone calls, please.

Teaching for Change is an equal opportunity employer.