



INTERNATIONAL
AFRICAN AMERICAN
MUSEUM

OUR MISSION

To honor the untold stories of the African American journey at one of our country's most sacred sites.

WE ARE RECRUITING A COORDINATOR OF GENEALOGY EDUCATION

The International African American Museum seeks a dynamic and engaging Coordinator of Genealogy Education to design and implement genealogy education programming for Center for Family History staff and the general public.

Located at the site of the former Gadsden's Wharf, a major center of the Atlantic slave trade in Charleston, South Carolina, the museum will open in early 2022.

Here, we will tell their often untold stories of resilience, courage and creativity, while situating them within the framework of South Carolina, the nation and the larger African diaspora.

The coordinator of Genealogy Education will report to the Director of the Center for Family History.

This is a full-time, permanent position.

All inquiries, nominations and applications may be directed to resumes@iaamuseum.org. Applications will only be accepted electronically and will not be accepted unless submitted in compliance with the guidelines in this position description. For more information about the International African American Museum, please visit iaamuseum.org.

THE POSITION

The Coordinator of Genealogy Education will design and implement engaging genealogy education programming for Center for Family History staff and the general public in collaboration with the Director of the Center for Family History.

The ideal candidate will possess exceptional presentation and speaking skills and a passion for genealogy education and will have at least three years of genealogy education experience. Prior national genealogy conference presentation experience is preferred, but not required.

THE POSITION (continued)

The Coordinator of Genealogy Education will provide leadership and strategic planning in the following areas:

Staff Training: Working in collaboration with the Director of the Center for Family History, the Coordinator of Genealogy Education will design and implement the training program for the Center for Family History's Research Assistants. The successful candidate will achieve this goal by:

- Selecting educational resources to be used in training the center's research assistants
- Designing the format in which training will be conducted
- Implementing an 8-week training program of the Center for Family History's inaugural staff of Research Assistants, ahead of the museum's opening
- Assuring that training materials are up to date and accessible for new Research Assistants who will onboard in the future

Public Programming: The Coordinator of Genealogy Education will design and implement dynamic and engaging genealogy education programs for the public. The successful candidate will achieve this goal by:

- Developing and recording virtual genealogy education segments for the Center for Family History's On Demand Learning Library
- Developing a 30-minute beginning genealogy seminar to be delivered daily by the Center for Family History staff
- Authoring weekly blog posts for the Center for Family History's Family History Research blog
- Promoting awareness of the Center for Family History's educational programming on social media
- Providing research assistance in the Center for Family History's Facebook groups IAAM CFH and Genealogy of the United States Colored Troops, in collaboration with the Director of the Center for Family History and volunteer group administrators
- Providing outreach and programming to faith-based communities in collaboration with

the Director of Faith-Based Education and Outreach

- Serving as an advocate for the International African American Museum's goals and mission

Qualifications

- At least three years of genealogy education experience, either professionally or as a volunteer
- Past experience in authoring and editing online blog posts, either professionally or as a volunteer
- Exceptional presentation and speaking skills, both oral and written
- Strategic planning skills and the ability to design genealogy education programming
- In-depth knowledge of online and offline records used for genealogy research
- A strong sense of the value of genealogy research as a tool for public history and social justice work
- A desire to move the genealogy education field forward by defining new, innovative yet sound research methods
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders
- Prior national genealogy conference presentation experience is preferred, but not required.
- Associate's degree or higher advanced degree is preferred but not required.

Application Requirements

Applications should be submitted to resumes@iaamuseum.org. Applications will only be accepted electronically. A complete application will include a resume detailing relevant educational and work experience, and a cover letter describing the applicant's interest in the position and three professional references. The position will remain open until filled.