



Corpus Christi, Texas

## JOB DESCRIPTION

**Title:** Education Coordinator

**Supervisor:** Director of Sales and Marketing

**Responsibilities:**

- Schedule education groups and process related paperwork including confirmations, evaluations, certificates and billing.
- Brief school groups upon arrival and teach education classes when needed.
- Work with and train the volunteer educators on new programs implemented.
- Special education projects as assigned including off-site presentations at schools or speaking engagements.
- Post payments. Running reports for monthly reconciling of education program revenue.
- Implement new educational programs. Search for grants and other funding for new programs.
- Knowledge of grant writings and obtaining grant resources for non-profit organization.
- Any and all other duties assigned by the Department Head, including assisting in special events, drafting press releases, creating content for social media, etc.
- Some weekends and evenings required occasionally.

**Knowledge, Skills, Abilities:**

Genuine interest in the education and engagement of children and young people. Positive, professional attitude toward work and programs offered. Physical stamina to keep up with the demands of working with large groups of youth and adults while touring the ship. Ability to relate to and interact with children and adults. Ability to handle large numbers of guests. Ability to handle multiple projects, Multi-tasking essential. Ability to assist Marketing department. Must present a neat, clean and “shipshape” appearance being that LEXINGTON is a United States Navy Ship, and a museum with a military theme. Must be familiar with the ship, tour routes, and history and safety procedures.

Basic computer skills – Microsoft Word, Excel, Outlook, and PowerPoint.

**Education:**

College degree preferred. Experience working with children and young people in similar educational setting. Experience or knowledge of history, the workings of a ship at sea, World War II, United States Navy or related topic areas. Paraprofessional, teacher, former military preferred.

**License/Certification Requirement:**

Valid Texas driver’s license and an insurable driving record. Ability to obtain Youth Protection Training Certificate upon employment.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job the employee is occasionally exposed to wet, hot, cold and/or humid conditions; fumes or airborne particles and outside weather conditions. The noise level in the environment is moderate to occasionally loud.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee is regularly required to sit, use hands to file, handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and climb or balance. The employee is occasionally required to lift up to 10-20 pounds. The vision requirements include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.