

Education Manager, Presque Isle Light Station

The Education Manager at the Presque Isle Light Station will support the mission of the organization to preserve and interpret the Lighthouse's maritime history and stories for the public and for future generations. This person will be largely responsible for establishing and maintaining our outreach programs to children and teens through school trips and educational programming on Lighthouse grounds. This person will work with staff to: 1) develop relationships with local districts 2) enhance maritime history education in Erie County and 3) engage one-on-one with local students, children, parents, and community members.

Job Responsibilities

- Develop, schedule, implement and evaluate school programming including field trips to the Lighthouses and outreach/after-school programs at area schools.
- Collaborate with Executive Director and Public Engagement and Operations Manager with public programs and activities.
- Provide interpretation assistance and work collaboratively with staff tour development.
- Cultivate new and existing relationships with schools, educational groups, teachers, teaching-artists, and community organizations.
- Support and contribute to positive staff collaboration, outstanding visitor services, safe and sustainable operations, and other duties as assigned.
- Manage independent contractors for assistance with educational programs.
- Additional duties as assigned.
- Knowledgeable about all PILS Policies, Procedures, and Guidelines

Required Qualifications

- Bachelor's degree in Education, History, or comparable field plus at least two years of relevant, professional experience in either formal (ie. school teacher) or informal (ie. camp counseling, museums) education.
- Demonstrated ability to develop learning goals and programming for a variety of audiences, particularly K-12 students.
- Knowledge of K-12 curriculum standards
- Strong written and verbal communication skills. Must be comfortable speaking to and directing people of all ages and backgrounds.
- Ability to work a flexible schedule including evening and some weekend days.
- Valid driver's license and ability to travel for outreach programs and professional development activities.
- Current PA State Police Criminal History Clearance, PA Child Abuse History clearance, and Federal Bureau of Investigation (FBI) Criminal History clearance valid within the

past 5 years. (If the applicant does not have clearances, the Light Station will perform a background check and ask for clearances before the start date).

Preferred Qualifications

- Ability to perform tasks that require moderate physical exertion, on varying surfaces, inside and outside, and in a variety of conditions. Lighthouses have steps between 69 and 100 leading up to the top of the Lighthouse.
- Experience working in informal education settings including but not limited to: museums, camps, botanical gardens, or zoos.
- National Association for Interpretation Certified Interpretive Guide training preferred. Can be completed within 1 year of hire date.
- Experience working with volunteers and delegating tasks
- Experience with Adobe products and/or Canva
- Experience with simple videography and video editing
- Fluency in Spanish, and/or other majorly spoken language in Erie County (Nepali, Marathi, Russian, Arabic, French, Mandarin, or Slavic languages)

Work Schedule: Staff person will work a full-time schedule of 40 hours per week, mostly during the week. Some weekend or evening hours may be necessary, particularly in summer months. Schedules will be adjusted to maintain 40-hour work week.

This position is primarily on-site in the busy season (May – November). During the off-season, this position will largely travel in the community with options to work on site at the Lighthouses and some work from home options which can be discussed with applicant.

Application deadline: February 1, 2023. To apply, send a cover letter, resume, and relevant clearances (if available) to Averie Shaughnessy-Comfort at averie@presqueisleighthouse.org.

Diversity & Inclusion

The Presque Isle Light Station/ Lake Erie Lights of PA is an equal opportunity employer. The Light Station actively encourages candidates with diverse backgrounds to apply. It does not discriminate against any candidate or employee on the basis of race, national origin, sex, gender, gender identity, marital status, sexual orientation, age, disability, religion or veteran status.

Job Type: Full time. Benefits include health, vision, dental plans.

Salary: \$40,000 to \$42,000

Location: Presque Isle Lighthouse, Erie Land Lighthouse. Some travel required to Erie County schools.