

IKEducation Operations Assistant



The Eisenhower Foundation is a public non-profit organization dedicated to preserving and promoting the legacy of Dwight D. Eisenhower. Based in Abilene, Kansas, the Eisenhower Foundation supports the Eisenhower Presidential Library and Museum. IKEducation is the collaborative initiative to provide K-12 education programming.

IKEducators are a vital part of the mission to provide K-12 students with innovative, educational experiences that enhance their understanding of the life and times of Dwight D. Eisenhower. The number of students we serve is rapidly growing, and IKEducation plans to grow with them. We strive to find effective ways to share knowledge and bring the artifacts and stories of the Eisenhower Presidential Library and Museum to life.

Reporting to the IKEducation Management Team, the ideal candidate will handle a wide range of tasks and must be able to work independently. This person must be well-organized, creative, flexible, and ready to welcome the challenges of serving K-12 teachers and students across the United States.

QUALIFICATIONS:

- experience managing groups of school-aged children.
- the ability to problem-solve, pivot, be flexible, and be proactive towards getting things done.
- the ability to lift or push 20 pounds.
- professional appearance, initiative, and integrity.
- experience with online and digital technologies or willingness to learn to use independently.

THE IKEDUCATION OPERATIONS ASSISTANT WILL:

- manage visiting group lunches.
- manage the IKEducation inventory.
- facilitate mailing materials out to schools.
- provide technical assistance for online programs, utilizing computer and video technologies.
- learn to independently utilize Apple iWork and Google Suite software.
- assist with a variety of IKEducation programs.
- become knowledgeable about IKEducation, The Eisenhower Foundation, and the Eisenhower Presidential Library and Museum as a whole.
- greet school groups and occasionally guide them through their day.
- prepare materials for upcoming groups.

This is a part-time position offering \$17.00 per hour. Daily hours will vary depending on demand, but will generally fall Monday - Friday, between 8:30 am - 2:00 pm, and follow the local schools' calendar, beginning sometime in August and ending sometime in May.

All employees are required to have a background check completed by the National Archives and Records Administration. This has no cost to it, but does require the applicant to provide identification materials and personal background history.

Position is open until filled, but preference is to fill this by August 1, 2025. If interested, email a cover letter and resume to Mitzi Banks Gose at mbgose@eisenhowerfoundation.net.



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