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The Eisenhower Foundation is a public nonprofit organization dedicated to preserving and promoting the legacy of our nation's 34th president, Dwight D. Eisenhower. Based in Abilene, Kansas, the Eisenhower Foundation supports the Eisenhower Presidential Library and Museum, one of only 14 presidential libraries in the nation. We are currently recruiting an IKEducation Specialist.

Reporting directly to the Director of Education, the ideal candidate will be experienced in handling a wide range of skills and will be able to work independently. This person must be an experienced educator, well organized, creative, tech-savvy and ready to welcome the challenges of facilitating curriculum for both onsite and online audiences. This rare opportunity calls for a talented individual. The ability to interact with K-12 students, teachers, office colleagues, board members and donors in a fast-paced environment with a high level of professionalism and confidentiality is crucial to this role. Self-initiative, superior written, public and interpersonal communication skills, strong decision-making ability and attention to detail are equally important.

MUST HAVE:

- Bachelor's Degree (preferably in Education or Museum Studies)
- Five years of classroom or museum education experience, or similar experiences leading K-12 students
- Awareness of state and national education standards
- Excellent classroom management skills
- Examples of self-created curriculum
- Experience with Pages, Keynote (Mac-Apple) and Google Suite, or the willingness to learn
- Ability to be a flexible team player
- Professional appearance, initiative and integrity
- Experience utilizing or teaching with technological tools (iPads, Zoom, etc.)
- Desire to keep up with the innovative changes in museum education
- Ability to create engaging participatory experiences

STRONGLY PREFER:

- Experience managing groups of people
- Current teaching license
- Middle-Secondary teaching experience

THE IKEDUCATION SPECIALIST WILL:

- Facilitate activities and curriculum to K-12 school groups, both in-person and virtually
- Prioritize and manage multiple projects simultaneously and complete projects in a timely manner
- Maintain the quality, availability and revision of materials used in educational programs and activities
- Assist in development and maintenance of the education features on the Foundation's website
- Assist in the creation of engaging participatory learning experiences
- Assist in the promotion and dissemination of IKEducation materials
- Assist in the management of the IKEducators (program facilitators)

This is a full-time, year-round position with a starting salary range of \$50-60K. Our benefit package includes three weeks of paid vacation and 40 hours of sick leave/family sick leave. Other benefits include an annual Health Reimbursement Arrangement, a Simple IRA matching plan, paid professional development, and flex hours.

Submit cover letter, resume, references, and a sample of original curriculum to Meredith Sleichter, Executive Director, at msleichter@eisenhowerfoundation.net. Position will be open until filled, but preference is to fill by May 1st, 2026.