



IKEducation Scheduling Assistant

The Eisenhower Foundation is a nonprofit organization dedicated to preserving and promoting the legacy of our nation's 34th president, **Dwight D. Eisenhower**. Located in Abilene, Kansas, the Foundation supports the **Eisenhower Presidential Library and Museum**.

We're looking for an IKEducation Scheduling Assistant to join our IKEducation team.

About the Role

- M-F ~8AM - 2PM (up to 6 hour work day), flexible around school groups and workload
- Position begins August 17
- Pay: \$18/hour = up to ~\$18,900 / year
- The schedule generally mirrors the local public school calendar. Unpaid time off includes:
 - ▶ June AND July (9 weeks)
 - ▶ Thanksgiving Week
 - ▶ Two weeks surrounding Christmas
 - ▶ Spring Break week
 - ▶ Federal Holidays
 - ▶ 10 personal/sick days

What You'll Do

- Assist the Scheduling Specialist with her workload:
 - ▶ Scheduling of schools, IKEducators, and spaces needed
 - ▶ Team Leader/Greeter for arriving school groups
 - ▶ Preparation of field trip materials
 - ▶ Facilitation of school group lunches
 - ▶ Inventory oversight and maintenance
 - ▶ Track IKEducator hours and program facilitating capabilities

Strongly Preferred

- Post secondary education degree
- Strong organizational skills
- Experience managing groups of both adults and students
- Experience using digital spreadsheets, documents, etc.
- Professionalism, initiative, and integrity
- Ability to work both independently and collaboratively

How to Apply

Please submit a cover letter and resume with references to Mitzi Bankes Gose, Director of IKEducation: mbgose@eisenhowerfoundation.net.

The position is open until filled, preferably by August 1, 2026.