POSITION DATA

JOB TITLE: Public and Professional Programs Coordinator
DEPARTMENT: Museum - Education
REPORTS TO: Director, Public & Professional Programs
CLASSIFICATION: Non-Exempt
DATE: May 2022

POSITION OVERVIEW

Through commemoration, exhibitions, and educational programs, the National September 11 Memorial & Museum remembers and honors the 2,983 people killed in the horrific attacks of September 11, 2001, and February 26, 1993, as well as those who risked their lives to save others and all who demonstrated extraordinary compassion in the aftermath of the attacks.

The Public and Professional Programs Coordinator (PPPC) will support the administration and implementation of mission-based programming tailored for professional audiences. Partners currently include law enforcement, intelligence, military, and first responder agencies and will be expanding to other sectors when possible. This position will also support the institution’s slate of Public Programs.

The PPPC will report to the Director, Public & Professional Programs and may require the flexibility to work early mornings and occasional weekends.

ESSENTIAL FUNCTIONS:

• Works collaboratively with Public and Professional Programs staff to deliver and implement diverse programs that engage new public and professional audiences and enhance their understanding of 9/11’s continued impact in today’s world.
• Supports Professional Program operations, including delivering tours, preparing supplies and tour devices, and providing logistical and production assistance, as needed.
• Conducts research, as directed, to support Professional Programs content development.
• Provides administrative support across the Public and Professional Programs team, including purchasing supplies, requesting tickets, and processing reimbursements.
• Maintains internal tracking systems and databases for programming.
• Supports Public Programs on discrete projects, as requested.
• Performs other duties needed to help fulfill our mission.
REQUIRED SUPPORT FOR ORGANIZATIONAL EVENTS

- Participates in the Annual 5K Fundraiser and 9/11 Commemoration, as assigned.
- Assists with other special projects and events in support of all 9/11 Memorial and Museum, as assigned.

QUALIFICATIONS/SKILLS REQUIREMENT

- Bachelor's degree or equivalent experience required
- Experience administering and coordinating public or educational programs within a cultural, government, or academic institution desirable
- Well-organized, with keen attention to details required
- Assesses priorities effectively and works well under pressure
- Proficient in Word, Excel, and PowerPoint
- Excellent written and oral communication skills
- Self-starter, takes initiative, and works well independently and collaboratively
- Able to use discretion and represent the Museum with integrity and professionalism
- Comfortable engaging with a diversity of audiences

QUALIFICATIONS/SKILLS DESIRED

- Experience working with-in one of the professional sectors listed above
- Familiarity with the events and background of 9/11

HOW TO APPLY

- Include position you are seeking in the email subject field.
- State the location where job posting was seen.
- Send resume and cover letter to 911mmeducationjobs@911memorial.org

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, be mobile, and have the ability for 2-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices, and group conference rooms. The noise level in the office environment is usually low. Employee will be required to comply with organizational Health and Safety Plan. Minimal travel is required.

- This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business-related duties as assigned by the supervisor or other management.
- The organization reserves the right to change, modify, or reassign job responsibilities, duties, and scheduled work hours as per business needs.