

## Associate Director of Education

Freedoms Foundation at Valley Forge (FFVF) is a 501(c)3 educational institution housed on a 75-acre campus in historic Valley Forge, Pennsylvania. The Foundation inspires civic responsibility through educational programming for students, teachers, and others from around the country. We educate about American rights and responsibilities, honor acts of civic virtue, and challenge all to engage with the principles of liberty embodied by the American Founding and contained in the Declaration of Independence, Constitution, and Bill of Rights.

FFVF and its mission are supported by two dozen volunteer chapters throughout the country and an equal number of partner organizations, whose members share a special interest in civic education, American history, and a patriotic commitment to freedom and the free enterprise system. The chapters and partners fundraise locally to send students and teachers to FFVF programs in Valley Forge. They also nominate individuals and organizations for our National Awards program and present those awards at local gatherings.

The Associate Director of Education will be directly responsible for oversight and operation of all high school programs. The coordinator will also assist with a broad array of programming within the education department from elementary through graduate level programs, while reporting to the Vice President of Education. Weekend and evening work is required when programs are in session.

### Responsibilities

- Oversee the operation and execution of all scheduled high school programs
- Assist with education programs from the elementary through graduate programs as needed
- Manage part-time program staff and oversee their compliance with FFVF policies and procedures
- Contribute to the development and assessment of education programs and workshops
- Facilitate communication between the foundation's education department and national chapters
- Assist in coordinating logistics for group arrivals and departures
- Prepare program materials as needed
- Participate in weekend and evening programs as well as other foundation events
- Oversee volunteers in program preparation as needed
- Assist in the coordination of housekeeping and maintenance

## Qualifications

- Interest and appreciation of the U.S. Constitution, the American Founding, the free enterprise system, and the importance of educating the public about citizenship and civic engagement
- Strong interpersonal skills
- Effective verbal and writing skills
- Ability to work as part of a team while pursuing independent projects and responsibilities
- Self-starter with the ability to multi-task
- Strong organizational and motivational skills
- Ability to be flexible and handle changing situations with confidentiality, tact, diplomacy, and poise
- Willingness to work evenings and weekends as needed
- Ability to meet the requirements of state and federal background checks for working with youth populations

## Requirements and Skills

- Experience and BA/BS degree related to education, history, political science, psychology/child development strongly preferred
- Additional experience in a non-profit environment would be helpful
- Computer skills, including Microsoft Office and desktop publishing are desired

## Application Instructions

A qualified candidate should submit the following in one PDF file with their name in the file:

- Cover letter detailing their interest in the position and salary requirements.
- Resume

Applications and questions can be directed to Dr. Eugene Halus – [ehalus@ffvf.org](mailto:ehalus@ffvf.org)

While we thank all applicants in advance for their interest in this position, we are only able to contact those to whom we can offer an interview. Only direct applications will be considered. No phone calls, please.