

Tennessee Secretary of State
Tre Hargett



Division of Human Resources & Organizational Development
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Education Specialist
Tennessee Department of State
Tennessee State Library and Archives

Mission: The mission of the Office of the Secretary of State is to exceed the expectations of our customers, the taxpayers, by operating at the highest levels of accuracy, cost-effectiveness, and accountability in a customer-centered environment.

Supervisor: Education Outreach Coordinator

Summary: This professional position has responsibility to provide services to teachers and students in Kindergarten-Twelfth grade (K-12) and students in the college/university communities across the state of Tennessee.

This is a full-time, grant-funded, term position. Staff who accept a term position are not guaranteed employment for the entire period and there are no guarantees of continued employment when the term ends. If funds are exhausted or the appointment to the position is not extended, the position is not eligible for severance pay.

The grant is funded for the period of August 1, 2021-July 30, 2024. Funding is provided by the National Historical Publications & Records Commission (NHPRC), the grant funding arm of the National Archives and Records Administration.

Salary: \$35,000 annually plus State of Tennessee benefits package.

Duties and Responsibilities:

- Provides assistance and support for education outreach activities on-site, in the field, and online
- Corresponds with teachers and administrators about services provided by education outreach
- Assists the Education Outreach Archivist and Education Outreach Coordinator with the planning and coordination for in-person and online teacher workshops and in-service trainings statewide
- Develops projects that benefit K-12 teachers and students

- Conducts programming for K-12 students during on-site field trip visits
- Represents and delivers presentations for organization at statewide education conferences and in online webinars
- Develops educational curriculum and digital content for education audiences, coordinating with the TSLA Educator Working Group & other sections with the Library & Archives and the Department of State
- Assists with coordination of the DocsBox program, including virtual content to accompany boxes in the classroom
- Conducts historical research into primary source collections
- Performs other duties as assigned

Minimum Qualifications:

Education and Experience

- Bachelor's degree (Master's Preferred) in History, Public History, Education, or related field.
- Experience equivalent to one year of work on education-related projects in a history-based organization. Experience developing classroom curriculum for social studies including history, and/or government K-12 classes preferred.

Knowledge and Abilities

- Knowledge of Tennessee and American history required.
- Understanding of and respect for the K-12 education environment.
- Understanding of the use of primary sources in the classroom environment.
- Strong organizational skills, including the ability to establish priorities, follow project timelines, and meet project deadlines.
- Highly motivated and self-directed with strong attention to detail.
- Ability to work in a collaborative, team-focused environment.
- Ability to communicate effectively with diverse audiences including teachers, K-12 students, academics, university students, and Library & Archives staff and patrons.
- Project management skills and experience.
- Public speaking skills and ease appearing on camera.
- Comfort with and understanding of the use of technology in the educational environment, including Google products.
- Willingness and ability to work a flexible schedule and travel independently throughout the state. Periodic weekend and after-hours work required.
- Good driving record and valid driver's license.
- Ability to represent the Department of State positively to the public.

Physical requirements:

- Ability to lift materials up to 25 pounds.

- Ability to work in an environment that contains dust and other allergens.
- Ability to stand for up to four hours at a time.

Health, Safety and collections security:

- Assists the organization in creating a safe and healthy working environment by working safely with the equipment provided.
- Follows instructions given for health and safety purposes and immediately reports any unsafe working practices or hazardous working conditions.
- Takes all measures necessary to protect the collections from loss, mutilation or theft.

To Apply: Email your cover letter and resume to the Division of Human Resources at sos.hr@tn.gov. Please include the position you are applying for in the subject line.

Please note, the candidate selected for an offer of employment will be subject to a pre-employment background check.