

**Education Coordinator**  
(part-time position equaling about 20 hours/weekly)  
**National Woman's Party and Sewall-Belmont House and Museum**

Managing all docents, including

- Scheduling, training and evaluating docents;
- Assisting the executive director in interviewing and hiring docents

Developing and staffing tours for special programs;

Scheduling and staffing all group tours, educational programs, and normal tour hours;

Overseeing visitors services center

- Overseeing set up of visitors service center
- Compiling visitor services report for board of directors and as requested

Working with the Collection Manager on permanent and temporary exhibits as needed;

Assisting with public programs as requested;

Liaison with Girl Scout program requests

- Scheduling and outreach
- Continued development of Girl Scout program offerings
- Girl Scout program preparations

Oversee interns, as needed, as well as receive the intern applications for the Museum.

Oversee the Museum on the Road program, including participation in speaking engagements.

Additional responsibilities as assigned.

The Education Coordinator reports directly to the Executive Director.

To apply, please submit a thoughtful cover letter and résumé to [pat.williams@sewallbelmont.org](mailto:pat.williams@sewallbelmont.org) or fax to 202-546-3997. Please reference job title in all correspondence. No phone calls, please.