

# American Philatelic Society Job Announcement

<b>Position</b>	<i>Education Program Coordinator</i>
<b>Reports to</b>	<i>Director of Education</i>
<b>Starting Salary</b>	<i>\$24,000 - \$29,000 depending on qualifications</i>
<b>Start Date</b>	<i>June 1, 2018</i>
<b>Work Hours</b>	<i>8:00 a.m. – 4:30 p.m. Monday through Friday (with some exceptions)</i>
<b>Work Location</b>	<i>American Philatelic Center, 100 Match Factory Place, Bellefonte, PA</i>

The American Philatelic Society is the nation's largest member organization for stamp collectors with more than 29,000 members around the globe. The American Philatelic Center houses the headquarters for the American Philatelic Society, the American Philatelic Research Library and a post office. Individuals from all over the world visit the Center to take tours, conduct research, and purchase stamps and other philatelic items.

## General Responsibilities

The Education Program Coordinator is responsible for working with the Director of Education to plan, implement, and evaluate both youth and adult educational programming.

## Specific Responsibilities

- Collect and maintain data for all educational programs using databases and spreadsheets
- Monitor and fulfill Stamps Teach requests for instructional materials
- Design digital and print materials to promote and support educational programming; i.e., brochures, flyers, booklets, and programs
- Plan, design, and publish stamp albums
- Schedule and support instructors for on-the-road courses (i.e. prepare materials, work with venues, provide targeted marketing, handle registrations, tally evaluation responses)
- Assist with planning, implementing, and evaluating Summer Seminar and Volunteer Work Week.
- Manage slide/DVD program rental/purchase program
- Assist in the planning, development, and publication of educational media
- Plan and implement youth area at APS stamp shows
- Plan and implement strategies for marketing educational programs using both print and digital media.
- Assist the Director of Education in developing instructional materials for use in schools, after school programs, and by philatelic clubs or groups
- Provide materials to All\*Star Stamp Clubs
- Teach Boy Scout Merit Badge workshops
- Other duties as assigned by Director of Education

## Qualifications

- Proficient in Microsoft Office Suite (Word, Excel, Access, PowerPoint, Publisher) and Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- Bachelor's Degree in Education or related field (desired but not required)
- Teaching experience (desired but not required)
- Rudimentary knowledge of and interest in stamp collecting (desired but not required)
- Ability to plan and implement developmentally appropriate learning experiences for youth and adult collectors
- Unblemished background check as required by PA Act 153 of 2014 (PA Criminal Record Check, PA Child Abuse History Clearance, & Federal Criminal History Record)

## Terms

- This is a full-time position which requires some travel and occasional evening and week-end hours.

## Physical requirements

- Position requires lifting up to 40 pounds.

## To Apply

- Send a resume, with cover letter, by April 20, 2018 to: Dr. Cathy Brachbill at [cbrachbill@stamps.org](mailto:cbrachbill@stamps.org)  
814-933-3803 x 239