



State of North Carolina

Education & Interpretation Specialist

SALARY	\$44,588.00 - \$78,028.00 Annually	LOCATION	Wake County, NC
JOB TYPE	Permanent Full-Time	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	23-15535 AAHC65034207	DEPARTMENT	Dept of Natural and Cultural Resources
DIVISION	African American Heritage Commission	OPENING DATE	12/15/2023
CLOSING DATE	1/22/2024 5:00 PM Eastern	JOB CLASS TITLE	Program Coordinator III
POSITION NUMBER	65034207	SECTION	African American Heritage Commission
WORK LOCATION	Raleigh, Wake County	SALARY GRADE	NC12
RECRUITMENT RANGE	\$44,588 - \$52,468		

Description of Work



Salary Grade: NC12
Recruitment Salary: \$44,588- \$52,468

This position will be located at:
 109 East Jones Street,
 Raleigh, NC 27601

Learn about employee perks/benefits: <https://oshr.nc.gov/state-employee-resources/benefits>

The Education and Interpretation Specialist develops educational resources and initiatives for stakeholders of the NCAAHC. This position also works with curriculum, toolkits, educator trainings, and educator workshops. These resources must meet the needs of a diversity of stakeholders—from families and students to public school educators and museum educators. The education and interpretation specialist cultivates relationships with internal and external education partners to conceptualize and implement initiatives and resource development opportunities that meet the needs of some of the

division's core stakeholder groups: public schools, colleges and universities, and cultural institutions. This position will also offer guidance in best practices for interpreting African American history, arts, and culture spaces across North Carolina.

This position is deemed eligible for hybrid telework under DNCRs Telework Policy.

Key Responsibilities:

- Cultivates relationships with external partners and stakeholders (including colleges and universities, statewide public-school systems, the Department of Public Instruction, libraries, and cultural institutions); connect division resources to, and implement relevant initiatives with, these partners.
- Develops curriculum to meet the needs of diverse stakeholders, including families, educators, and museum educators.
- Conceptualizes, plans, and implements educator trainings and workshops centered on North Carolina African American history, art, and culture.
- Creates family and youth programs for diverse statewide audiences centered on North Carolina African American history, art, and culture.
- Creates newsletters, toolkits, blogs, and other informational resources for families, youth, and educators.
- Crafts and implements a Historically Black Colleges and Universities (HBCU) Outreach Plan to grow connections with faculty and students focusing on African American history, art, heritage, and culture.
- Shares interpretive resources and execute interpretation trainings across DNCR divisions and among external stakeholders, providing colleagues with best practices for developing materials, resources, and programs centered on North Carolina African American history, art, and culture.
- Creates and maintains interpretive guides, plans, and other resources centered on best practices for interpreting and sharing North Carolina African American history, art, and culture in statewide cultural institutions.

The **African American Heritage Commission** is legislatively mandated to preserve, promote, and protect the state's African American history, arts and culture, across the state. Commissioners are appointed to the NC African American Heritage Commission by the Governor and the General Assembly for three year terms.

Please visit our website at <https://aaahc.nc.gov/> for more information.

The **North Carolina Department of Natural and Cultural Resources (DNCR)** takes care of the things that people love about North Carolina, literally from A to Z. The Arts to the Zoo, and so much else – parks, aquariums, historic sites, archaeology, African American Heritage Commission, science and history museums, the state Symphony, Library and Archives, historic preservation, land and water stewardship, and more. These places, and the ideas they represent, create a shared identity in North Carolina. They provide common ground. Everyone is welcome. The Department's vision is to be the leader in using the state's natural and cultural resources to build the social, cultural, educational, and economic future of North Carolina. Our goal is to promote equity and inclusion among our employees and our programming to reflect and celebrate our state's diverse population, culture, and history. We encourage you to apply to become a part of our team. Check out [this amazing video](#) about our Department.

Knowledge, Skills and Abilities / Competencies

To receive credit for your work history and credentials, you must provide the information on the application form. Any information omitted from the application form, listed as general statements, listed under the text resume section, or on an attachment will not be considered for qualifying credit.

Qualified candidates must have or be able to:

- Demonstrated knowledge of and/or expertise in African American history, art, and/or culture.
- Demonstrated experience developing educational resources.
- Demonstrated experience working with or in diverse organizations and/or individuals.
- Demonstrated experience organizing and implementing public and/or large-scale programs.

Management Preferences:

- Demonstrated familiarity with the North Carolina Standard Course of Study
- Bachelor's or Master's degree in education, teaching, elementary education, higher education, adult education, library and information science, history, public history, museum studies, African American studies (or a related major),

or certification in curriculum development.

- Demonstrated excellent written communication and public speaking skills.
- Demonstrated familiarity with Historically Black Colleges and Universities

Minimum Education and Experience Requirements

Some state job postings say you can qualify by an “equivalent combination of education and experience.” If that language appears below, then you may qualify through EITHER years of education OR years of directly related experience, OR a combination of both. See oshr.nc.gov/experience-guide for details.

Bachelor's degree from an appropriately accredited institution **and** two (2) years of experience related to the area of assignment; or an equivalent combination of training and experience.

Supplemental and Contact Information

The Department of Natural and Cultural Resources (DNCR) selects applicants for employment based on required education and experience and job-related knowledge, skills, and abilities without regard to race, religion, color, national origin, sex, pregnancy, gender identity or expression, sexual orientation, age (40 or older), disability, National Guard or veteran status, genetic information, political affiliation, or political influence.

Please be sure to complete the application in full. Resumes may be uploaded with your application but will not be accepted in lieu of a fully completed application and will not be considered for qualifying credit. "See Resume" or "See Attachment" will **NOT** be accepted.

Information should be provided in the appropriate areas, to include the following: Education, including high school and all degrees obtained, Work Experience, and Certificates & Licenses. It is critical to our screening and salary determination process that applications contain comprehensive candidate information.

Answers to Supplemental Questions are not a substitute for providing all relevant information within the body of your application. To receive credit for the supplemental questions, you must provide supporting information within the "Work Experience" section of the application, to support your answers.

Degrees must be received from appropriately accredited institutions. Transcripts, and degree evaluations may be uploaded with your application.

To obtain veterans preference, you must scan and upload a copy of your DD-214 or discharge orders.

Applicants requesting and receiving an accommodation under the Americans with Disabilities Act (ADA) are eligible to submit paper applications via mail or by fax. Please call the human resources office for assistance.

If multiple applications are submitted to an individual posting, only the most recent application received prior to the closing date will be accepted. Applications must be submitted by 5:00 PM on the closing date.

Due to the volume of applications received, we are unable to provide information regarding the status of your application over the phone. To check the status of your application, please log in to your account. Upon the closing date, applications are "Under Review" and will be screened by Human Resources for the qualified applicants. The hiring process may take an average of 6 – 8 weeks.

It is the policy of the State of North Carolina and the N.C. Department of Natural and Cultural Resources that all employees provide proof of employment eligibility (immigration and naturalization) on the first day of employment. We participate in E-Verify (Employment Eligibility Verification System).

CONTACT INFORMATION:**N.C. Department of Natural and Cultural Resources Division of Human Resources****Division Address:**

4603 Mail Service Center
Raleigh, NC 27699-4603

Phone: 919-807-7373

Technical issues submitting your application, **please call the NeoGov Help Line at 855-524-5627.**

Agency

State of North Carolina

Address

NOTE: Apply to the department listed on posting

An Equal Opportunity Employer, North Carolina, State
Government

Website

<http://www.oshr.nc.gov/jobs/index.html>

Education & Interpretation Specialist Supplemental Questionnaire***QUESTION 1**

I UNDERSTAND that DNCR requires a complete descriptive work history with all employment experience detailed to be considered for employment. I have included all of this information within my application. (If you haven't completed the application requirements, please return to your application to finish it before submitting your application. Resume will not be accepted in lieu of work history portion of this application.)

- ☐ Yes
☐ No

***QUESTION 2**

If offered this position, are you willing to accept a salary within the posted recruitment range of \$44,588- \$52,468?

- ☐ Yes
☐ No

***QUESTION 3**

Which best describes your years of experience and/or expertise in African American history, art, and/or culture? (This must be documented in the work history portion of this application in order to receive credit.)

- ☐ None
☐ Less than 1 year
☐ 1 year but less than 3 years
☐ 3 years but less than 6 years

☐ 6 years or more

***QUESTION 4**

Which best describes your years of experience developing educational resources? (This must be documented in the work history portion of this application in order to receive credit.)

- ☐ None
- ☐ Less than 1 year
- ☐ 1 year but less than 3 years
- ☐ 3 years but less than 6 years
- ☐ 6 years or more

***QUESTION 5**

Which best describes your years of experience working with or in diverse organizations and/or individuals? (This must be documented in the work history portion of this application in order to receive credit.)

- ☐ None
- ☐ Less than 1 year
- ☐ 1 year but less than 3 years
- ☐ 3 years but less than 6 years
- ☐ 6 years or more

***QUESTION 6**

Which best describes your years of experience organizing and implementing public and/or large-scale programs? (This must be documented in the work history portion of this application in order to receive credit.)

- ☐ None
- ☐ Less than 1 year
- ☐ 1 year but less than 3 years
- ☐ 3 years but less than 6 years
- ☐ 6 years or more

*** Required Question**