**Position:** Program Associate, Chicago  

**Reports to:** Associate Program Director, Chicago  

**Location:** US-Based Home office, IL location required  

**Status:** Full Time, Exempt  

**Start Date:** July 17, 2023  

**Position description:** Facing History and Ourselves is a global education non-profit organization that challenges teachers and students to use lessons of history to stand up to bigotry and hate. Facing History's educational content is informed by a unique pedagogical model that helps students explore questions of identity, human behavior, prejudice, and civic responsibility, and make the essential connection between history and the moral choices they confront in their own lives today. We currently apply this model to explore case studies of pivotal historical moments such as the Holocaust during WWII and the Reconstruction Era following the American Civil War, as well as rich works of literature, such as Brown Girl Dreaming. Facing History increasingly works with whole schools and districts to spur transformation in adult mindset, pedagogical practices, and school culture, building on the pillars of Social Emotional Learning, Equity, and Civic Engagement.

Facing History seeks an experienced educator to deliver Facing History professional learning across the US, specifically in Illinois. The **Program Associate, Chicago** will:

- Facilitate professional learning for educators, school and district leaders through in-person and online workshops and seminars
- Recruit new schools and districts to implement Facing History and Ourselves' school and district programs, by leading introductory sessions and establishing partnerships that lead to professional learning contracts
- Consult on program implementation in multiple contexts and regions;
- Cultivate, maintain, and document relationships and communication with educators, school and district leaders.

The **Program Associate, Chicago** will collaborate with members of the organization's program staff in planning professional learning opportunities in Illinois. For the 2023-24 school year, this person will provide in person and virtual professional learning for schools and districts in Chicago and Illinois; additionally, the Program Associate, Chicago, may be deployed for program delivery opportunities outside the region. This role will report to the Associate Program Director, Chicago.

Occasional evening and weekend work may be required to assist with regional or national initiatives. Between 10 - 20% travel may be required.
Who we are: We are passionate educators and care deeply about our community. Innovative and entrepreneurial, we constantly look for better ways to reach more teachers in ways that meet their needs and drive impact. We continue to prioritize building a team that represents the communities we serve. We work closely together and depend on clear communication, commitment to each other as a team, and a positive work environment.

Who you are: You share our passion for education, youth, and the community, with a demonstrated commitment to diversity, equity and inclusion. You thrive in a team environment, bringing both strong collaboration skills and independent initiative. You have a constant curiosity, and a passion for equity, social-emotional learning and civic education. You are confident facilitating workshops and conversations that explore identity, racism, antisemitism and other challenging topics in a range of educational settings. You demonstrate the ability to build community, support and coach teachers, both in-person and in digital spaces, and you will thrive as a member of a national team that is making a positive impact on students throughout the U.S. You are a reflective practitioner, open to receiving and giving feedback and enjoy being part of a learning community. You are a self starter, can organize your time and are productive in a fluid, team-oriented work environment with a high level of initiative, creativity, and flexibility.

Essential Skills/Qualities

Facing History understands that restrictive job requirements may exclude historically marginalized groups from applying to jobs for which they are qualified. We take an equitable and holistic screening approach. If you feel you have demonstrated experience and expertise relevant to perform this role, please don’t hesitate to apply!

- BA/BS; MA preferred.
- Demonstrates effective communication and facilitation skills.
- Minimum 5 years of secondary classroom (grades 7-12) teaching experience required.
- Minimum 3 years of experience leading professional development and/or adult coaching in educational settings
- Familiarity with social-emotional learning, school culture and civic education.
- Experience with culturally responsive teaching, equity and justice initiatives required.
- Knowledge of a humanities based content area: either European or US history or ELA and/or literacy strategies
- Experience with designing and facilitating technology-enabled in-person, hybrid and online professional learning experiences leveraging digital tools and platforms (i.e., Zoom Meeting, Zoom Webinar, Canvas LMS, GSuite, Google Jamboard, Padlet, Mentimeter, Mural).
- Entrepreneurial and collegial style; ability to work independently and in a collaborative team environment
- Comfort with handling multiple projects simultaneously
- Growth mindset in approaching new challenges and reflecting on past efforts; a desire to deepen knowledge in Facing History content areas and strategies.
- Interest in, and ability to, effectively communicate the mission of Facing History.
- Willingness to travel based on school or district assignments.

Preferred

- Experience teaching the Holocaust and other examples of collective violence, the Civil Rights Movement, and the history of race in America.
- Familiarity with or willingness to learn how to use databases and/or Salesforce to track engagement with educators, schools and district leaders.
- Online digital media literacy and comfort with integrating web-based and social media technologies for support of a global network of teachers and students.

Benefits Summary: In addition to meaningful and rewarding work, Facing History provides an excellent and competitive compensation and benefits package including medical with a health reimbursement account, dental, vision, life & AD&D, long-term & short-term disability insurance, 403(b) retirement plan with a discretionary organizational contribution, generous paid time off, an employee assistance program, travel assistance plan, pre-tax commuter spending accounts, flexible spending accounts, voluntary Colonial Life group plans, robust wellness programs through Welnys TV, aHealthyMe & weekly virtual yoga and meditation, WellCents 403(b) advisement, and a friendly hybrid work environment.

Facing History values a diverse workforce and an inclusive culture. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status and record of arrest or conviction, or any other characteristic protected by applicable law. We are an Equal Employment Opportunity Employer.

Facing History’s Commitment to Diversity, Equity and Inclusion. At Facing History, we honor and value the uniqueness of each and every human being. Our strength as an organization that provides and distributes educational content and pedagogy to teachers across the globe is directly tied to our diversity of staff, leadership, educators, students, scholars, and volunteers. Our commitment is to treat individuals with dignity and to build and maintain a community of full participation, inclusive of the voices, needs, and contributions of all. As an organization, we are deeply aware of the legacies of injustices that persist in society and in the workplace, and we value and promote diversity, equity, and inclusion in their association with excellence.

Hybrid Work Model: Facing History and Ourselves operates in a hybrid work model, allowing staff flexibility in both schedules and work locations. This particular position is attached to the Chicago office and requires in-person and in-office work as needed, but will otherwise work
from home, though you may access an office work space whenever needed. Some travel is required.

**Covid Protocol at Facing History:** At Facing History and Ourselves, we require all employees to be fully vaccinated against COVID-19 including any boosters required to be “up-to-date” per current CDC guidelines. All new employees must provide proof of vaccination on their first day of employment. Requests for medical or religious exemptions should be directed to our Sr. Director, Human Resources.