

IKEDUCATION SCHEDULING COORDINATOR

Reporting directly to the Director of K-12 Education, the IKEducation Scheduling Coordinator will schedule and keep records of all aspects of our onsite and virtual K-12 Education programs and expenditures. This person must be well-organized and tech-savvy and ready to adapt to various IKEducation needs as they arise.

This rare opportunity requires the ability to interact with K-12 students, teachers, office colleagues and donors in a fast-paced environment with a high level of professionalism. Superior written, interpersonal communication skills, strong decision-making ability and attention to detail are equally important. This person will communicate using various formats between classroom teachers, IKEducators, supply companies and Eisenhower Library & Museum staff to bring together all the pieces necessary for our K-12 programs to run seamlessly.

Required skills:

- Able to work independently with little or no supervision
- Excellent organizational skills with attention to detail.
- Ability to establish and maintain effective working relationships with Eisenhower Foundation staff as well as collaborating with federal employees of the Eisenhower Presidential Library & Museum.
- Experience working with technological tools (spreadsheets, documents, websites, website applications)
- Ability to prioritize and manage multiple projects simultaneously and complete tasks in a timely manner.
- Ability to maintain detailed program records within a digital content management system.

Education and Experience:

- Advanced experience with creating and editing both documents and spreadsheets within Microsoft Office and/or Apple iWork.
- Experience in project management and working within a team environment.
- Classroom or museum experience preferred or any equivalent combination of training and/or experience.

This is a part-time position in which hours will fluctuate with the school year. Demand is highest during the fall and spring. Pay is \$17/hour. Work required both on-site and remotely.

Submit resume and references to Meredith Sleichter, Executive Director, at msleichter@eisenhowerfoundation.net or P.O. Box 295, Abilene, Kansas, 67410 by December 10.