

Special Project Positions: CRRF Hosanna and N-Step Career Readiness, Financial Literacy, and Life Skills

Field Studies Director —

(\$33/hour (part-time) Between 12 and 20 hours per week until June 2026)

Responsibilities:

- Collaborate with the Executive Director to identify and select field study sites aligned with Hosanna's mission and educational goals.
- Develop field study themes, learning objectives, and accompanying interpretive materials.
- Recruit and coordinate professionals, scholars, and community practitioners to present on their work.
- Design outcome assessment tools and participant feedback surveys.
- Supervise and mentor the Field Studies Project Coordinator and Field Studies Assistant.
- Oversee project timelines, budgets, and documentation to ensure program quality and compliance.
- All other duties as assigned

Qualifications:

- Master's degree preferred in History, Museum Studies, Education, or related field
 - Minimum 3–5 years of experience in museum education, heritage interpretation, or field-based learning.
 - Strong background in program design, evaluation, and partnership development.
 - Demonstrated leadership and supervisory experience.
 - Excellent communication, organization, and project management skills.
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Field Studies Project Coordinator —

(\$24/hour (part-time) Between 12 and 20 hours per week until June 2026)

Responsibilities:

- Manage logistics for all field studies, including scheduling, communications, and transportation.
- Serve as liaison between Hosanna School Museum, participating sites, and professional presenters.
- Prepare itineraries, confirmations, and participant materials.
- Support the Director in coordinating evaluation tools and reporting outcomes.
- Track expenses and maintain project documentation and communications.
- Lead all field studies

- Assist as needed to students, the Coordinator, or site partners.
- All other duties as assigned

Qualifications:

- Associates' or Bachelor's degree in History, Education, Communications, or related field.
 - 1–3 years of experience in event coordination, museum education, or heritage programming.
 - Strong organizational and communication skills with attention to detail.
 - Ability to work collaboratively with diverse partners and community stakeholders.
 - Proficiency in Microsoft Office, Google Workspace, and digital communication platforms.
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Field Studies Assistant —

\$20/hour (part-time), up to 6 trips until June 2026. Hours per trip vary, averaging about 10-20 hours of prep per trip.

Responsibilities:

- Assist with the preparation, setup, and facilitation of all field study visits.
- Support logistics such as check-in, materials distribution, and participant assistance.
- Provide on-site support to presenters and partner organizations.
- Help collect participant feedback and assist with post-visit documentation.
- Maintain inventory of educational materials and supplies.
- Assist as needed to students, the Coordinator, or site partners.
- All other duties as assigned

Qualifications:

- High School Graduate, Current college student, or recent graduate.
- Preferred background or interest in History, local history, or local sites
- Strong interpersonal skills and enthusiasm for public engagement.
- Reliable, detail-oriented, and adaptable in dynamic learning environments.
- Ability to lift up to 25 lbs and travel to field sites as needed.