



STATE OF NORTH CAROLINA
invites applications for the position of:

NC African American Heritage Commission Education and Interpretation Specialist

JOB CLASS TITLE: Program Coordinator III

POSITION NUMBER: 65034207

DEPARTMENT: Dept of Natural and Cultural Resources

DIVISION/SECTION: NC African American Heritage Commission

SALARY RANGE: \$36,677.00 - \$62,092.00 Annually

RECRUITMENT RANGE: \$36,677-\$50,450

SALARY GRADE: GN9

COMPETENCY LEVEL: Not Applicable

APPOINTMENT TYPE: Permanent Full-Time

WORK LOCATION: Wake County

OPENING DATE: 05/03/22

CLOSING DATE: 06/01/22 5:00 PM Eastern Time

DESCRIPTION OF WORK:



22-05172 ADM65034209

Recruitment Range: \$36,677 - \$50,450

This position is located at:

109 East Jones Street

Raleigh, NC 27601

The **NC African American Heritage Commission 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.

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 **North Carolina African American Heritage Commission** (NCAAHC), a division of the N.C. Department of Natural & Cultural Resources (DNCR), was established in 2008. The Commission has consistently produced informational and educational resources and interpretive materials, like lesson plans and exhibits, for statewide audiences.

The Department of Natural and Cultural Resources' (DNCR) 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 mission is to improve quality of life by creating opportunities to experience excellence in the arts, history, libraries, and nature throughout North Carolina. The Department works to stimulate learning, inspire creativity, preserve the state's history, conserve the state's natural heritage, encourage recreation and cultural tourism, and promote economic development. 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 by expanding engagement with diverse individuals and communities. We encourage you to apply to become a part of our team.

Please visit our website a www.ncdcr.gov for more information.

KNOWLEDGE, SKILLS AND ABILITIES / COMPETENCIES:

- 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:

- Familiarity with the North Carolina Standard Course of Study.
- Bachelor's or Master's 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.
- Familiarity with Historically Black Colleges and Universities.

- Excellent written communication and public speaking skills.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Bachelors 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:**

N.C. Department of Natural and Cultural Resources
Division of Human Resources
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**.

APPLICATIONS MAY BE FILED ONLINE AT:

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

NOTE: Apply to the department listed on posting
An Equal Opportunity Employer, NC State Government

Position #22-05172 ADM65034207
NC AFRICAN AMERICAN HERITAGE COMMISSION
EDUCATION AND INTERPRETATION SPECIALIST
DB

noreply@nc.gov

NC African American Heritage Commission Education and Interpretation Specialist Supplemental Questionnaire

- * 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

- * 2. If offered this position are you willing to accept a salary within the posted recruitment range of \$36,677-\$50,450?
 Yes No

- * 3. Which of the following best describes your highest level of education? (This must be documented in the Education section of your application in order to receive credit.)
 - Less than a High School Diploma
 - GED/High School Diploma
 - High School + Some College/University
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate Degree
 - Professional Certificate/License

- * 4. Which best describes your years of knowledge 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 2 years
 - 2 years but less than 4 years
 - 4 years or more

- * 5. 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 2 years
- 2 years but less than 4 years
- 4 years or more

* 6. 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 2 years
- 2 years but less than 4 years
- 4 years or more

* 7. Which best describes your years of experience organizing and/or 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 2 years
- 2 years but less than 4 years
- 4 years or more

* Required Question