Career Opportunity  
This is not a Federal Position  

We are currently accepting applications to fill the following vacancy:

**Title of Position:** Education Specialist  
**Announcement Number:** SITRUST-23-OUSE1103  
**Number of Vacancies:** 1

| OPEN DATE: | November 27, 2023 |
| CLOSING DATE: | December 8, 2023 |
| SALARY RANGE: | IS-1701-12 ($94,199 - $122,459) |
| POSITION TYPE: | Trust Fund |
| APPOINTMENT TYPE: | Temporary Appointment Not to Exceed One (1) Year |
| SCHEDULE: | Full-Time |
| DUTY LOCATION: | Washington, D.C.; Remote-eligible |

**Position sensitivity and risk**  
Non-sensitive (NS)/Low Risk

**Open to SI Only**

**What are Trust Fund Positions?**

Trust Fund positions are unique to the Smithsonian. They are paid for from a variety of sources, including the Smithsonian endowment, revenue from our business activities, donations, grants and contracts. Trust employees are not part of the civil service, nor does trust fund employment lead to Federal status. The salary ranges for trust positions are generally the same as for federal positions and in many cases trust and federal employees work side by side. Trust employees have their own benefit program and may include Health, Dental & Vision Insurance, Life Insurance, Transit/Commuter Benefits, Accidental Death and Dismemberment Insurance, Annual and Sick Leave, Family Friendly Leave, 403b Retirement Plan, Discounts for Smithsonian Memberships, Museum Stores and Restaurants, Credit Union, Smithsonian Early Enrichment Center (Child Care), Flexible Spending Account (Health & Dependent Care).

**CONDITIONS OF EMPLOYMENT**

- Pass Pre-employment Background Check and Subsequent Background Investigation  
- Complete a Probationary Period  
- Maintain a Bank Account for Direct Deposit/Electronic Transfer.  
- The position is open to all candidates eligible to work in the United States. Proof of eligibility to work in the U.S. is not required to apply.
OVERVIEW

This position is located in the Office of the Under Secretary for Education (OUSE) responsible for defining the Institution’s educational priorities. OUSE oversees the Smithsonian’s collective initiatives, communication strategies and funding for programs that benefit learners of all ages. Annually, through its museums, outreach programs, research centers, web sites, magazines and TV channel, the Smithsonian provides a multitude of educational experiences. It employs more than 300 education professionals assisted by more than 600 volunteers. In addition, OUSE provides direct support for the OUSE units.

INFORMATION ABOUT THE ROLE

The incumbent of this position serves as an educator supporting in-person programming and virtual content development, on behalf of the Office of the Under Secretary for Education (OUSE). The purpose of this position is to support the Smithsonian’s efforts to reach PreK-12 audiences across the country through national networks and partnerships. As such, travel will be required as part of this role.

DUTIES AND RESPONSIBILITIES

Key responsibilities include:

- Leads collaboration with a national partner organization to facilitate in-person pilot training and implementation; design digital learning content that supports the implementation of engaged learning experiences of out-of-school time activities.
- Collaborates with the program team to develop a strategy for the Smithsonian to facilitate a pilot program; actively participates in meetings and convenings during planning, implementation, and evaluation phases.
- Observes and assists the lead program educator at a multi-day pilot program; then, leads and implements a multi-day program in three additional cities.
- Facilitates feedback sessions virtually with partners across four pre-determined sites across the country.
- Documents training process, implements feedback sessions and surveys, and provides feedback to the program team.
- Collaborates to co-create a program, training, and materials focused on inquiry-based approaches, historical comprehension, civic discourse, and socio-emotional learning. Content will include the development and adaptation of youth-facing and staff-facing training.

QUALIFICATION REQUIREMENTS

Education and Experience: To qualify for this position, applicants must possess one year of specialized experience equivalent to the GS-11 level. To qualify for this position, applicants must possess a bachelor’s degree from an accredited four-year college or university and/or 3-5 years of related experience (described below); or an equivalent combination of education and experience.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

Part-time and/or unpaid experience related to this position will be considered to determine the total number of years and months of experience. Be sure to note the number of paid or unpaid hours worked each week.

Knowledge and experience required for this role include, but are not limited to:

- A wide-ranging and unique knowledge of K-16 program development and museum education theory and
practice, including diverse experience with public and educational program planning, production, implementation and evaluation. Including in-depth knowledge of designing engaging content for middle school or high school youth and program delivery in an informal or positive youth development setting.

- Ability to deliver instruction and to assess the impact, effectiveness and efficiency of educational programs and their operations.
- Ability to adapt or extend available guides and established procedures or, in some instances, the development of new approaches, methods or techniques, such as delivering information in engaging and new virtual approaches.
- Ability to work with cross-functional teams to deliver on a common goal, characterized by outstanding communication, presentation, and leadership skills, as well as interpersonal skills and developing relationships with team members and external partners.

Applicants, who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. Institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.

Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery."

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<th>How To Apply:</th>
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<td>Please forward a resume and cover letter to: <a href="mailto:OUSE-Administration@si.edu">OUSE-Administration@si.edu</a> Please include the position title: OUSE Education Specialist in the subject line.</td>
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Applications received on or before December 8, 2023, at 5:00pm (EST) will be considered. Resumes should include a description of your paid and non-paid work experience that is related to this job; starting and ending dates of job (month and year); and average number of hours worked per week.

What To Expect Next:
Once the vacancy announcement closes, a review of your resume will be made compared to the qualifications and experience as it applies to this job. After a review of applicant resume is complete, qualified candidates’ résumés will be referred to the hiring manager.

Relocation expenses are not paid.

The Smithsonian Institution provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation should contact the point-of-contact listed in the “How To Apply” section above. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. To learn more, please review the Smithsonian’s Accommodation Procedures.

The Smithsonian Institution is an Equal Opportunity Employer. We believe that a workforce comprising a variety of educational, cultural, and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs. See Smithsonian EEO program information: www.si.edu/oema.

YOUR PRIVACY IS PROTECTED

Trust Applicants Demographic Form

Thank you for your interest in the Smithsonian Institution and this Trust Hiring position. The Smithsonian is requesting your response to this optional equal opportunity survey. The information is used to determine if our equal opportunity efforts are reaching all segments of the population that is consistent with Federal equal employment opportunity laws. Your responses will not be shown to the panel rating the applications, to the selecting/hiring official, or anyone else who can affect your application in the hiring process. This form will not be shared with the hiring official or placed in your official personnel file should you be hired.
The aggregate information collected will be kept private to the extent permitted by law. No personally identifiable information will be requested on the form and the information collected will not be attributable to you.

Please complete the optional Trust Applicants Demographic Form at: https://www.si.edu/ohr/jobs_public/trust-eeo/jr/sitrust-23-ouse1103