



Outreach Coordinator, *Rescue in the Philippines* (part-time, temporary position)

The Center for Holocaust and Humanity Education (CHHE) seeks a highly motivated, knowledgeable, personable, creative and flexible individual with a passion for Holocaust education to serve as Outreach Coordinator for the *Rescue in the Philippines* Classroom Film Project.

Rescue in the Philippines is a documentary of the previously untold story of the five Frieder brothers, Cincinnati businessmen making two-for-a-nickel cigars in pre-WWII Manila, together with Manuel Quezon, the charismatic first president of the Philippine, Paul McNutt, US High Commissioner and former governor of Indiana and an ambitious Army Colonel, Dwight Eisenhower, helped 1,300 Jews escape the Nazis and immigrate to the Philippines. Recently, a 30-minute classroom version of the film was created along with an educational guide for use in middle, high school and college classrooms.

CHHE is seeking a candidate to promote the educational film and guide across the country. The outreach coordinator will initiate conversations with administrators, educators, and find venues to present the *Rescue in the Philippines* Educational Materials. Candidates should have a foundational knowledge of the Holocaust and a willingness to learn more.

Reports to: XXXX

Responsibilities include:

- Developing a strategic plan for outreach to educators, schools, libraries and other educational institutions.
- Create promotional language and materials to promote the film and guide.
- Initiate conversations and promote classroom film and guide.
- Serve as an ambassador of CHHE and the *Rescue in the Philippines* film project, promoting educational initiatives to key constituencies.
- Work with organizations to plan education programming centered around *Rescue in the Philippines*, including coordinating workshops and booking travel and outreach opportunities.
- Attend, exhibit and present at national and international conferences and workshops about the film.
- Distribute film and guide to educational institutions.
- Initiate and coordinate at least ten educator workshops centered on the film and guide.
- Create monthly summary of project activities.
- Provide materials and reflections to foster the relationship with project donors.
- Other responsibilities as necessary, including administrative duties to support the project.

Required skills;

- Passion for Holocaust history and education.
- Knowledge of Holocaust education
- Experience working with teachers and students
- Excellent writing and editing abilities
- Strong analytical and research abilities
- Excellent interpersonal, organizational and presentation skills and comfort with public speaking
- Organizational skills
- Outgoing, with some sales/marketing experience helpful
- Proficiency in Microsoft Office (Excel, Outlook, PowerPoint, Word) and willingness to learn new software
- Willing to work a flexible schedule (including working remotely and outside of regular business hours).

Preferred candidates will:

- Hold a bachelor's degree in an education related field, advanced degree preferred
- Experience and understanding of the non-profit environment
- Have experience in education and community settings

Please submit resumes and cover letters to Sarah Weiss at sweiss@holocaustandhumanity.org.