



**Job Title:** Education Department Assistant  
**Reports to:** Education Manager

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Birmingham, Alabama 35203  
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The Birmingham Civil Rights Institute (BCRI), founded in 1992 and inspired by Rev. Fred L. Shuttlesworth, a bold, charismatic minister who used his pulpit to forcefully protest Jim Crow segregation despite three dynamite attacks on his church. BCRI is an educational, cultural and research center that promotes a comprehensive understanding for the significance of the Civil Rights Movement in Birmingham. BCRI is part of the Birmingham Civil Rights National Monument established on January 12, 2017 by former President Barack Obama. BCRI's mission is to interpret the past realistically, promote understanding of the present and foster racial equality and civil and human rights for present and future generations.

BCRI is an Equal Opportunity Employer. The Institute does not discriminate because of age, sex, religion, race, color, creed, national origin, alienage or citizenship, sexual orientation or any other factor prohibited by law. The Institute hires and promotes individuals solely on the basis of their qualifications for the job to be filled. The Institute encourages all qualified candidates to apply for vacant positions at all levels. This description shall not be construed as a contract for a specific period of employment.

### **Overview**

This is a full time, hourly position, which works Monday through Friday—some weekends may be required. The perfect candidate will possess excellent organizational skills as well as excellent written and oral skills. The qualified candidate should possess a high ability to pay attention to detail and be a self-starter who is able to multi task and handle projects independently. This position is responsible for assisting the Education Department with all departmental duties including but not limited to implementation of public programs, special exhibitions, and teacher resources. The Education Assistant will also assist the Education Manager with his/her schedule of meetings, speaking engagements, and outreach.

### **Responsibilities**

- Assist with full scope of Education Department functions
- Manage Education Department calendar
- Assists with scheduling speaking engagements outside of the facility with school or college students, teachers, and organizations
- Researches, collects & prepares educational materials relating to African-American history—in particular the Civil Rights Movement, human rights, race relations, and cultural diversity
- Assist with phone and Internet inquiries about the Civil Rights Movement, BCRI and other questions from the public
- Organize additional needs of touring groups, such as speakers (Foot Soldiers) & facility rentals in cooperation with Group Tour Coordinator
- Communicates with the Convention & Visitors Bureau/Urban Impact to keep updated brochures & information accessible to the visitors they serve
- Assist with installation of temporary exhibitions
- Assist with implementation of special and public programs related to permanent and changing exhibitions
- Assist with preparation of conditions reports and examination of incoming exhibitions before installation
- Assist with preparation of Outreach materials and teacher resources
- Assist in coordination, scheduling, and implementation of Literacy programming (Heritage Alive, Community of Readers)
- Assist with Birmingham Cultural Alliance Partnership (BCAP) and Legacy Youth Leadership programs
- Archives surveys, evaluations, contacts, & mailing lists
- Supervises interns and volunteers assigned to Dept. as directed by Education Manager
- Maintains social media content for the Institute
- Prepares purchase orders, invoices, and check request for payment

- Assist with program budgets, reporting, summaries, and impact reports
- Assist with greeting and briefing visitors of the permanent galleries

### **Qualifications**

History degree is preferred with a minimum of two years of clerical or assistant experience. Must be proficient in all Microsoft products and social media platforms. Must be able to work well alone and in groups. Ability to communicate in writing and verbal is required.

*This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.*

### **Application Instructions**

Please submit resume and cover letter to [cwells@bcri.org](mailto:cwells@bcri.org).

**About BCRI:** *The Birmingham Civil Rights Institute is a cultural and educational research center that promotes a comprehensive understanding for the significance of The Civil Rights Movement in Birmingham. For nearly three decades, we have enlightened each generation about civil and human rights. A part of the Birmingham Civil Rights National Monument and an affiliate of the Smithsonian Institution, we stand strong as the cornerstone of the civil rights story, a living memorial with an ongoing mission.*

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