



Title: National History Day (NHD) Philly Fellow

Division: Learning and Engagement

Supervisor: Katie Clark, Education Programs and NHD Philly Coordinator

FLSA Status: Part-time temporary

POSITION SUMMARY:

The person hired for this job will serve as a National History Day Philly Fellow. The Fellow assists the NHD Philly Coordinator from the Historical Society of Pennsylvania to plan and manage logistics for both the Junior and Senior Division NHD Philly contests. They may also assist with other stakeholders involved in the contest, including the other members of the NHD Philly Steering Committee. This position is part-time, non-exempt, and temporary through March 2025.

The Historical Society of Pennsylvania is an equal access, equal opportunity employer and welcomes individuals from diverse backgrounds and experiences to join our team.

POSITION BACKGROUND:

The Historical Society of Pennsylvania (HSP) supports National History Day Philly, a collaborative award-winning academic program that enhances student education and achievement. This annual program encourages 6th-12th graders to undertake primary source historical research that fits into a national theme. Students share their research through creating papers, exhibits, documentaries, websites or performances.

The NHD Philly regional competition is scheduled for Wednesday, March 12th and Thursday, March 13th, 2025. NHD Philly is run collaboratively via a Steering Committee, but chief organizational and logistical duties are through the Historical Society of Pennsylvania, its Chief Learning and Engagement Officer, NHD Philly Coordinator, and the NHD Philly Fellow.

The position requires onsite work at 1300 Locust Street in Philadelphia. The position allows for flexibility in establishing a work schedule within business hours (9am-5pm Mon/Tues/Thurs/Fri and 9am-7pm Weds). Check-ins will be scheduled on a regular basis with the NHD Philly Coordinator.

SPECIFIC RESPONSIBILITIES:

This is only a partial list of tasks. The Fellow should be an adaptable person who can pick up duties as assigned as necessary for this large, collaborative and complex program.

- Assist with student and judge registration process and manage data for both groups prior to, during and after the competitions.
- Create and compile student, teacher, and judge materials for both competitions.
- Assist with event logistics before, during and after the contests.
- Assist with scheduling and coordination between multiple organizations and individuals.
- Help manage NHD Philly's social media presence.



- Work with NHD Philly partner sites to research and synthesize classroom resources that can be deployed annually.

REQUIREMENTS:

- Ability to work in a fast-paced, deadline-oriented environment, and have the accompanying strong planning and time-management skills needed
- Demonstrated ability to work independently and as part of a team
- Ability to communicate orally and in writing in order to effectively present information and promote programs
- Experience in public-facing positions (such as retail, food/customer service) and the ability to interact with individuals and groups in a fast-paced environment
- Knowledge of Google applications
- Must be available to work all day March 12th and 13th, 2025. (Must also be available on Wednesday, March 19th, the competition's scheduled snow date.)
- Must be able to complete and pass:
 - Pennsylvania State Police (PSP) Criminal History Clearance
 - Child Abuse History Clearance (CY113) from the Department of Human Services
 - Federal Bureau of Investigation (FBI) Fingerprint Criminal History Clearance

DESIRED SKILLS:

- Strong preference given to those with prior knowledge of/experience with National History Day and National History Day contests
- Enthusiasm for history education

STATUS: Part-time

SCHEDULE: 3 Days/Week (Anticipated start date of January 6, 2025)

SALARY: \$15/Hour

To Apply: The application deadline is **Monday, December 9th**. However, applicants are encouraged to submit their material as early as possible. Application material should be sent as PDF files to nhdphilly@gmail.com with the subject line "NHD Philly Fellow Application."

Interviews will be conducted shortly after the deadline. Application materials include:

- A cover letter outlining why you believe you would be a good candidate for this position, outlining how your experience demonstrates the position's needed skills.
- Current resume describing recent employment and education history, including a list of two references with email and phone contact information.

ABOUT THE ORGANIZATION:

The Historical Society of Pennsylvania, founded in 1824, is one of the nation's largest archives of historical documents. We are proud to serve as Philadelphia's Library of American History, with over 21 million manuscripts, books, and graphic images encompassing centuries of US history. HSP serves more than 4,000 on-site researchers annually and millions more around the globe who use its online resources. HSP is also a leading center for the documentation and study



of ethnic communities and immigrant experiences in the 20th century, and one of the largest family history libraries in the country. Through educator workshops, research opportunities, public programs, and lectures throughout the year, we strive to make history relevant and exhilarating to all. For more information, visit [hsp.org](https://www.hsp.org).