



### **Position Description**

<b>Job Title:</b>	National History Day Philly Fellow
<b>Division:</b>	Programs and Services
<b>Reports to:</b>	NHD Philly Coordinator, Katie Clark Director of Education and Programs at HSP, Justina Barrett
<b>FLSA Status:</b>	Part-time temporary

### **Position Overview**

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.

### **Primary 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.

### **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 6<sup>th</sup>-12<sup>th</sup> 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 will return to an in-person event in 2023, and contest days are scheduled for Wednesday, March 15th and Thursday, March 16th, 2023. NHD Philly is run collaboratively via a Steering Committee, but chief organizational and logistical duties are through the Historical Society of Pennsylvania, its Education and Programs Director, NHD Philly Coordinator, and the NHD Philly Fellow.

### **Skills and Requirements**

- Ability to work in a fast-paced, deadline-oriented virtual and in-person 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 is essential.
- Strong preference given to those with prior knowledge of/experience with National History Day and National History Day contests.
- Enthusiasm for history education.
- Must be available to work all day March 16th and 17th, 2023 and be comfortable working at a crowded, onsite environment. (Must also be available on Wednesday, March 23rd, the competition's scheduled snow date.)
- Must be fully vaccinated against COVID-19. "Fully Vaccinated" is understood to mean that you have received both doses of the primary vaccine series of either the Moderna or Pfizer vaccine/single dose of J&J vaccine, and are currently up to date on the bivalent booster doses appropriate for the age group you are in, as recommended by the CDC.

### **Position Conditions**

- The position includes virtual and in-person components. You must be available at least once a week at the start of employment for onsite work at HSP (1300 Locust Street, Philadelphia, PA). The position will require progressively more commitment to onsite hours, especially during the first two weeks of March. For offsite work, access to reliable internet is a necessity.
- Check-ins will be scheduled on a regular basis with the NHD Philly Coordinator.
- The position is temporary, paid part-time (22.5 hours/week) January through the end of March.. The specific start and end dates will be determined with the candidate.
- \$14/hour.
- The successful candidate 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

**Application Process:** The application deadline is December 4, 2022. However, applicants are encouraged to submit their material as early as possible. Application material should be sent as PDF files to

[nhdphilly@gmail.com](mailto:nhdphilly@gmail.com) with the subject line "NHD Philly Fellow Application." Interviews will be conducted in mid- December.

**Application Material**

1. 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 .
2. Current resume describing recent employment and education history, including a list of two references with email and phone contact information.