

Preservation. Education. Advocacy.  
Founded 1972

*Dade Heritage Trust's mission is to preserve the architectural, environmental and cultural heritage of Miami-Dade County through education and advocacy.*

**Talented School Programs Manager at prestigious historic preservation organization in Miami**

Dade Heritage Trust, Miami's largest historic preservation organization is looking for a School Programs Manager to implement the organization's new K-8 educational program, *Historic Places, Green Spaces*.

The curriculum and all activities have been established and the new program is ready to be promoted to schools and educators. Once the program has been promoted, school/class participation will be scheduled and the on-site visits will begin at historic Lummus Park on the Miami River which is the venue for the *Historic Places, Green Spaces* program.

**Responsibilities:**

- Make school visits to promote the program
- Schedule and coordinate school participation in the program
- Manage the school program visits and serve as the program's chief educator
- Recruit, train and schedule volunteers to assist with the program
- Assist with program related administrative tasks as they arise

**Knowledge and Experience:**

- Experience with education program development and management
- Experience with volunteer management
- Experience teaching children in a classroom, camp or professional informal learning setting

**Education:**

Bachelor's degree required. A degree in education, historic preservation or history is preferred.

**Skills and other characteristics:**

- Excellent written and verbal communication skills
- Strong Microsoft Office (Word, Excel, PowerPoint, Outlook) and database skills
- Excellent organization skills
- Comfortable speaking to large groups and diverse audiences
- Must have a passion for the environment, history and teaching youth
- Excellent interpersonal skills and able to work well with others
- Self-motivated
- Flexible and able to handle unexpected situations

**Work Environment:**

The School Programs Manager will work out of Dade Heritage Trust, located in a lovely, historic building in the Brickell neighborhood. The Program venue, Lummus Park, is an approximate 10-15 minute drive from the office. The position will involve working both indoors and outdoors. Hours will vary depending on need, but it is anticipated that a minimum of 20 hours per week will be required.

**To apply:** Please send a cover letter, resume and salary requirement to: Christine Rupp, Executive Director, [chris@dadeheritagetrust.org](mailto:chris@dadeheritagetrust.org). Dade Heritage Trust, 190 SE 12 Terrace, Miami, FL 33131

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