



## Education & Public Programs Manager Job Description

### Organization Overview:

Densho is a nonprofit organization and community archive dedicated to preserving and sharing the history of Japanese American incarceration during World War II to promote equity and justice today. Founded in 1996, Densho offers the most comprehensive online resource on this history. Through our extensive digital archives, online encyclopedia, and other educational resources, we aim to deepen public understanding, foster dialogue, encourage critical thinking, and educate future generations to build a more equitable and just society.

### Role Summary:

The Education & Public Programs Manager will play a critical role in advancing Densho's educational initiatives, working closely with the Executive Director and the Education Advisory Committee to create and implement educational strategies that align with our mission. Following the retirement of our founding Executive Director in 2022, Densho has entered an exciting new phase of growth and development. We are looking for a strategic, innovative, and hands-on professional who is passionate about history, social justice, and education. The Education & Public Programs Manager will expand Densho's educational reach by working collaboratively with staff, schools, and partner organizations to drive meaningful engagement and learning opportunities.

### Key Responsibilities:

- **Program Development and Leadership:** Develop, implement, and evaluate innovative educational programs and resources that support Densho's mission, including K-12 and higher education curricula, teacher training, community workshops, and digital learning tools.
- **Partnerships and Collaboration:** Build and strengthen partnerships with schools, educators, community organizations, and other stakeholders to broaden the impact of Densho's educational offerings. Serve as a primary point of contact for educational collaborations.
- **Curriculum Design:** Lead the creation and adaptation of culturally responsive curricula that highlight the experiences of Japanese Americans during WWII and draw connections to contemporary social justice issues.
- **Professional Development:** Design and deliver professional development opportunities for educators to effectively integrate Densho's resources into their classrooms and communities, fostering a deeper understanding of historical and present-day issues of equity and justice.
- **Community Engagement:** Represent Densho at educational events, conferences, and public forums to raise awareness of our mission and educational resources. Engage with diverse audiences to promote inclusive and impactful learning experiences.
- **Resource Management:** Oversee the development and curation of digital and print resources (Densho Resource Guide), including lesson plans, webinars, interactive modules, and multimedia content, ensuring they meet the needs of various learners and educators.
- **Assessment and Evaluation:** Establish and monitor metrics to evaluate the effectiveness of educational programs and initiatives. Use data-driven insights to continuously improve and innovate our programs.

## **Required Qualifications:**

- Bachelor's degree in education, history, social sciences, or a related field (Master's preferred).
- Minimum of 5 years of experience in education program management, curriculum development, or a related role.
- Strong understanding of culturally responsive pedagogy, anti-racist education practices, and social justice principles.
- Proven experience in developing and delivering educational programs and resources for diverse audiences, including K-12, higher education, and community groups.
- Excellent written and verbal communication skills, with the ability to present complex historical and social issues clearly and engagingly.
- Demonstrated ability to build and maintain partnerships with educational institutions, community organizations, and other stakeholders.
- Experience with digital education tools and platforms is a plus.
- Passion for Densho's mission and commitment to promoting equity and justice through education.

## **Preferred Qualifications and Experience**

- Lived experience and/or familiarity working with AAPI communities.
- Positive attitude and proactive approach to problem-solving.
- Strong management skills - Experience hiring, supervising, and managing staff.
- It is preferred that the candidate live near Seattle, Washington. A highly-qualified remote candidate would be considered if they live outside of the Seattle area but within geographic areas relevant to Densho's work.

## **Why Join Us**

This is a unique opportunity to shape the future of a respected community archive at a pivotal moment in our history. As the Education & Public Programs Manager, you will have the chance to bring new ideas to life, foster critical conversations, and help educate future generations about the importance of understanding and learning from our shared past to create a more just and equitable society.

## **Compensation and Benefits**

- Reports to: Executive Director
- Location: This position offers the flexibility of being a remote or hybrid role. For local candidates, this role can also be fully on-site at Densho's office in Seattle's Chinatown-International District. Remote candidates will be required to travel to Seattle for our annual staff retreat (expenses covered).
- Status: Full-time
- Compensation and Benefits: Salary is commensurate with relevant experience. The salary range for this role is currently budgeted at 70,000-80,000 (DOE). The midpoint of this range reflects a candidate that meets all of the required qualifications. Densho offers a generous benefits package including health, vision and dental plans; Retirement plan matched 50 cents on the

dollar up to 6%; PTO starting at 17 days per year; parental and health-related leave, and 12 paid holidays. In addition, Densho provides a collaborative and inclusive work environment, opportunities for staff development and professional growth, and meaningful and impactful work.

## **Application & Hiring Process**

Please include the following in a single file PDF, emailed to [jobs@densho.org](mailto:jobs@densho.org). **The deadline for applications is October 4, 2024.**

- Please carefully review the required and desired qualifications in the job description to include a resume that reflects your experience in history education and management and a compelling cover letter that demonstrates why you are interested in this position.
- If you move forward with the process, we will be asking for 2-3 references. A criminal history background check will be conducted on the final candidate prior to beginning employment. A criminal background will not automatically eliminate you from consideration.

## **Accessibility Accommodation**

Densho provides accommodations, upon request, for candidates with disabilities during the application, interview, and hiring process - including options like alternate formats or interpretation services during the interview.

## **Equal Opportunity Employer**

Densho is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, sexual orientation, age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, or any other characteristic protected by applicable federal, state, and local laws. Densho is committed to providing a work environment free from discrimination and harassment.

Densho values the diversity of the people we hire and serve. Inclusion and diversity at Densho means cultivating a workplace in which individual differences are recognized, appreciated, respected and responded to in ways that fully develop and utilize each person's talents and strengths.