



Education Manager

About ONE Archives Foundation

ONE Archives Foundation is the oldest active LGBTQ+ organization in the United States. For more than seventy years, ONE Archives Foundation has been realizing its vision as a foundational LGBTQ+ institution built by, because, and for the community. We tell stories that connect history and contemporary culture to effect social change—while cultivating the personal and communal courage found in LGBTQ+ history to empower the lived queer experience and promote social justice and equality for all.

The ONE Archives Foundation continues to expand the vision of what queer history can be. Through dynamic exhibitions that acknowledge under-recognized LGBTQ+ histories, public programs that highlight new and varied perspectives on queer culture, and K-12 educational initiatives that bring LGBTQ+ history to K-12 classrooms in California and beyond, the ONE Archives Foundation is at the forefront of promoting and redefining queer culture locally, nationally, and across the globe.

For more information on the ONE Archives Foundation, please visit our [website](#).

Job Description

ONE Archives Foundation (OAF) is hiring a full-time Education Manager. Reporting to the Executive Director, the Education Manager will oversee ONE Archive Foundation's Educational Initiatives for K-12 teachers, youth, and scholars.

The Education Manager will be responsible for managing OAF's Youth Ambassadors for Queer History Program; LGBTQ+ Research Fellowship Program; LGBTQ+ History Lesson Plans; Professional Learning for Educators Program; and other duties as assigned. The Education Manager will also represent OAF on various committees and coalitions in the California K-12 Education space including ongoing partnerships with Our Family Coalition, UCLA History-Geography project, the California Department of Education, and other advocacy and educational organizations across the state.

See below for more information about our education programs and the key duties and responsibilities of the role.

Education Program Descriptions

Youth Ambassadors for Queer History Program

Through hands-on research projects, workshops, and interactive discussions, ONE Archives Foundation mentors a core group of high school student leaders from across Los Angeles to become ambassadors for LGBTQ+ history in their communities and schools. The Youth

Ambassadors meet at ONE Archives at the USC Libraries for two Saturdays per month each academic semester. The program includes LGBTQ+ history presentations by community organizers, group discussions on LGBTQ+ topics, research and workshops, and field trips to LGBTQ+ organizations and landmarks throughout Los Angeles.

LGBTQ+ Research Fellowship Program

Since the inception of the LGBTQ+ Research Fellowship Program in 2018, we have welcomed more than 20 graduate students, scholars, and independent researchers to ONE Archives at the USC Libraries. Each Fellow receives up to \$1,500 to support their work and is provided access to the collections at ONE Archives at USC Libraries. Desired outcomes of the Fellowship include scholarly writings, publications, media, and art projects.

LGBTQ+ History Lesson Plans

ONE Archives Foundation has partnered with history education organizations to host Professional Learning Symposiums and create LGBTQ+ history lesson plans for educators at no cost. The lesson plans comply with California's FAIR Education Act, which requires California K-12 schools to integrate fair, accurate, inclusive, and respectful representations of the LGBTQ+ community and people with disabilities into their social studies and history classes.

Professional Learning for Educators: Educator Workshops/Webinars

ONE Archives Foundation offers free workshops and webinars on teaching LGBTQ+ history in K-12 classrooms and virtual learning environments. These workshops and webinars will be presented by us and our vast network of educators and community partners. Activities and digital resources, aligned with the California FAIR Education Act and the new California History-Social Science Framework, are organized for participants to use following each workshop and webinar.

Duties and Responsibilities

Youth Ambassadors for Queer History Program duties include:

- Work with LGBTQ+ and LAUSD educator networks, and Gender & Sexuality Alliances (GSA) to identify high school students for the Youth Ambassadors for Queer History program
- Work with ONE Archives at USC Libraries staff to schedule on-site cohort meetings during the school year
- Conduct archival research and develop curriculum with LGBTQ+ history topics for each semester-long cohort, including guest speakers and field trips
- Conduct outreach and maintain timely correspondence with teachers, students, guest speakers, the staff at ONE Archives at USC Libraries, and others involved with the Youth Ambassadors for Queer History Program
- Develop and organize materials needed for each session, including but not limited to parental permission slips, technology needs, food, and transportation for field trips
- Manage and conduct the execution of the final program project, including the planning of the end of semester graduation event

LGBTQ+ Research Fellowship Program duties include:

- Maintain timely correspondence with the Research Fellowship Selection Committee
- Plan and attend meetings with the Research Fellowship Selection Committee
- Conduct communications and outreach to colleges and universities with LGBTQ+ research programming to announce the fellowships
- Collect and organize applications to send to Research Fellowship Selection Committee
- Maintain correspondence and communication with the fellows regarding acceptance, rejection, logistical and research support, collection of blog posts, headshots, payment information, etc.
- Liaise between ONE Archives at the USC Libraries and the selected fellows to plan the fellows' research visits and collection requests
- Provide support, as needed, for fundraisers and public programming involving the fellows

Professional Learning for Educators: Educator Workshops/Webinars & LGBTQ+ History

Lesson Plans duties include:

- Identify, initiate and maintain partnerships with educational and advocacy organizations across the state to increase the use and teaching of LGBTQ+ history in all schools
- Interface with school districts across Southern California to provide schools with LGBTQ+ related trainings and materials
- Outreach to teachers, schools and school districts who use the archives, LGBTQ+ lesson plans, and attend ONE Archives Foundation workshops and webinars
- Identify and conduct outreach to educators, historians, and LGBTQ+ history experts to create and facilitate the professional learning offerings to schools
- Manage and execute the logistical aspects of webinars and in person workshops (technology, marketing, correspondence with facilitators and attendees, food, materials, etc.)
- Provide research support to webinar and workshop facilitators, educators and lesson plan writers, as needed
- Liaise between the staff at ONE Archives at the USC Libraries and external partners to meet the needs of each party and ensure the successful execution of the webinars and workshops
- Collaborate with the creators and editors of lesson plans and provide support as needed
- Create rollout campaigns for lesson plans and corresponding workshops and webinars and manage the distribution of the lesson plans

AND OTHER DUTIES AS ASSIGNED

Desired Qualifications

- Knowledge of LGBTQ+ history and willingness to continue learning
- Knowledge and experience working in K-12 educational settings and with K-12 students
- Excellent written and verbal communication and outreach skills
- Outstanding organizational and time management skills, and the ability to manage multiple projects simultaneously, with attention to detail
- Public speaking and presentation experience
- Experience with academic research
- Bilingual in Spanish helpful but not required

Minimum Qualifications

- Minimum Bachelor's degree or equivalent work experience
- Minimum 3-5 years of work experience preferred
- Alignment with ONE Archives Foundation's organizational values
- Demonstrated commitment to LGBTQ+, social, racial, and gender justice
- Proactive, motivated self-starter who thrives in a team setting
- Ability to work cross-functionally with various teams to meet department goals
- Ability to build deep and genuine relationships with various stakeholders, and a comfort level with a wide range of diverse communities
- Positive attitude, curiosity, and flexibility

Must Be Able To

- Communicate verbally in English; and write and read well in English
- Type, and use commonly used software and to use a computer
- Work well in teams and communicate effectively with other individuals
- Communicate with community members including donors, artists, researchers, and students in a warm and positive manner
- Sit and/or stand for long periods of time
- Lift weight up to 20 pounds
- Carry on appropriate conversations, participate attentively in meetings and trainings, and develop productive professional relationships
- Perform a variety of duties even with distractions or interruptions, and adjust priorities quickly
- Be vaccinated against diseases including COVID as recommended by medical professionals

Must Be

- Committed to social justice and have an interest in LGBTQ+ history, arts, and culture
- Flexible in time and mind: there may be weekly evening commitments and work required during the weekend
- Organized and detail oriented; excellent time management skills and ability to prioritize work, strong capacity for independent and collaborative problem solving

Benefits & Compensation

This is an exempt, salaried position. We strive to maintain a forty-hour work week and a sustainable work/life balance; however, some evenings and weekends may be required.

We offer a competitive benefits package and salary. The salary range is \$45,000 to \$55,000 annually depending on experience. The position is currently hybrid with some in-person activities required. Work must be performed in or near Los Angeles, CA.

Apply Today

Send your cover letter, resume, and list of 3 references to humanresources@onearchives.org by December 21, 2022. Include "Education Manager" in the subject line of your email. No calls please.

Questions or Inquiries

Please direct your questions or inquiries to Tony Valenzuela, Executive Director at humanresources@onearchives.org