



HOLOCAUST
DOCUMENTATION AND
EDUCATION CENTER

Seeking: Director of Education, Job Description

The Holocaust Documentation and Education Center (HDEC), Inc., located in Dania Beach, Florida, is seeking a **Director of Education**, who is a highly-motivated, creative and skilled professional with wide-ranging knowledge of the Holocaust to become part of our devoted and dedicated team. Founded in 1980 as a non-denominational, non-for-profit institution, the HDEC has the following two-fold mission:

To document and present an enduring, historically accurate record of the Holocaust, through eyewitness accounts by Survivors, Liberators, Rescuers and others who survived terrifying experiences, overcame fear and grief, and triumphed to live meaningful and productive lives.

To teach people of all walks of life the universal lessons of the Holocaust, through thought-provoking exhibitions and insightful programming, illuminating the catastrophic ramifications of prejudice, racism, stereotyping and bullying which tragically still occur today.

This is accomplished through the cultivation of alliances and cooperation with individuals, organizations and institutions, locally, nationally, and internationally.

Qualifications:

- Master's degree preferred. Strong knowledge of Holocaust history
- Teaching, training and public speaking experience necessary
- Administrative experience with strong organizational abilities
- Communication skills (both oral and written)
- Spanish a plus
- Ability to implement key Educational Outreach Programs on site and online
- Knowledge of memorabilia, artifacts and historical photographs
- Familiar with importance and significance of first-hand eye witness testimony and working with our extraordinary volunteer family, especially our Survivors
- Grant writing
- Excellent computer skills including Microsoft Word, Excel, PowerPoint, Access, Outlook, Word Press, etc. Experience with additional applications would be a plus

COMPENSATION AND BENEFITS

Competitive compensation. Benefits package, includes health and life insurance, etc.

APPLICATIONS AND INQUIRIES

Please send a letter and resume with a summary of accomplishments to:

Mrs. Rositta E. Kenigsberg, President
Holocaust Documentation and Education Center, Inc.
303 N. Federal Highway, Dania Beach, FL 33004
Email: info@hdec.org