Lewis and Clark Trail Heritage Foundation (LCTHF)

Curriculum Guide Editor Job Description

The LCTHF is currently looking for an addition to our team! The Curriculum Guide Editor (CGE) position is vital to the education mission of the LCTHF. The CGE will be responsible for taking our 22-year-old curriculum guide, An American Legacy: The Lewis and Clark Expedition Curriculum and Resource Guide for Middle and Junior High Schools, and updating it to fit current education classroom standards, historic knowledge and cultural resources, and be accessible to all educators. We encourage our employees to share new and innovative ideas for staff efficiency, program improvement, cost savings, and improved member relations. $20,000 6-month contract

Responsibilities include but are not limited to:

- Review the current Curriculum Guide
- Review the revisions recommended by LCTHF Committees
- Incorporate these revisions into the Curriculum Guide
- Research each unit of the curriculum guide to ensure the information is the most accurate we have
- Review each unit to ensure the whole, diverse and story is told
- Maintain close communication with the Executive Director and the Education and Scholarship Committee
- Create a final form of the curriculum guide that is readily accessible to educators
- Create a plan for dissemination of the curriculum guide to educational facilities across the country

Qualifications we are looking for:

- Ability to do quality research through historical documents and/or documentation including oral histories, government/scientific reports, maps, etc.
- Ability to work with people of all ages, backgrounds, ethnicities, cultures, etc.
- Ability to work with scholars, scientists, cultural resource personnel
- Ability to access obscure research platforms
- Willing to work in an office environment or remotely. If remotely, must have access to Zoom
- Willing to learn new skills
Requirements for this position:

- 20-25 hours per week
- 6-month deadline
- Must have a working understanding of Microsoft Office and Adobe products
- Associates or Bachelor Degrees in history, education, cultural resources, interpretation, etc. preferred
- Proven writing and editing skills
- 5 years of Curriculum development experience in a classroom, interpretive center, outdoor school, etc.
- Knowledge of current national education standards

Application Packet:

1. Resume
2. Letter of Interest
3. 3 Professional References – Name, Business, Years/Capacity Known, Contact Information
4. Sample of writing/editing work (or link)

Please send complete application packets to Sarah Cawley, Executive Director of LCTHF, at director@lewisandclark.org. Call Sarah at 406-204-7504 with any questions.

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This policy applies to all aspects of employment, including hiring, promotion, demotion, compensation, training, working conditions, transfer, job assignments, benefits, layoff, and termination.