



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

Job Description

THC - Commission Educator (Education Specialist IV) 25-74 (00051190)

Organization: TEXAS HISTORICAL COMMISSION

Primary Location Texas-Austin

Work Locations:

1711 San Jacinto Blvd Rm 204
Austin 78701-1416

Other Locations:

Job Education, Training, and Library

Employee Status Regular

Schedule Full-time

Standard Hours Per Week: 40.00

Travel Yes, 25 % of the Time

State Job Code: 0823

Salary Admin Plan: B

Grade: 23

Salary (Pay Basis) 7,100.00 - 7,450.00 (Monthly)

Number of Openings 1

Overtime Status: Exempt

Posting Date Jul 14, 2025

Closing Date Ongoing

Description

JOB OBJECTIVE: Perform advanced (senior-level) consultative and technical assistance work for the Texas Holocaust, Genocide, and Antisemitism Advisory Commission (THGAAC). Work involves advising, connecting, coordinating, administering, monitoring, and evaluating educational programs; and providing consultative and technical assistance to educational institutions, other governmental agencies, community organizations, and the general public. May supervise the work of others. Work under limited supervision, with considerable latitude for the use of initiative and independent judgement.

ESSENTIAL DUTIES:

1. Advise, coordinate, plan, develop, and oversee THGAAC education initiatives and resources so that they consistently support the THGAAC mission, maintain best practices, and respond to current trends.

2. Oversee the THGAAC's fulfillment of its educational roles concerning state legislated annual Holocaust Remembrance Week, as well as Genocide Awareness Month and Jewish American Heritage Month.
3. Oversee the assessment of existing and potential partnerships with outside educational entities, vetting their goals, activities, and resources to ensure alignment with the THGAAC mission and best practices/guidelines.
4. Plan, develop, and oversee educator workshops, visit classrooms/campuses, and speak at community and school events that support Holocaust, genocide, and antisemitism education, as needed.
5. Assist with professional development for staff and the commission as needed.
6. Assist with the writing, development, and inclusion of education content on the THGAAC website and promotional materials.
7. Perform project work, such as coordination of activities, monitoring of program outcomes, documenting and reporting progress.
8. Assist with the THGAAC's selection and purchase of relevant materials, such as books and films, that foster improved knowledge and understanding in Holocaust, genocide, and antisemitism education.
9. Develop and carry out a work plan focusing on providing advice and assistance to public and private primary and secondary schools and institutions of higher learning in implementing courses of study and awareness programs.
10. Collaborate and connect with public and private primary and secondary schools, institutions of higher learning, existing public or private Holocaust resource organizations including the United States Holocaust Museum, Texas Holocaust museums, and Texas organizations and state agencies that carry out educational functions, such as the Texas Education Agency and Texas Higher Education Coordinating Board.
11. Review and/or monitor activities to determine compliance with requirements, laws, regulations, policies, and procedures.
12. Collaborate with staff to determine educational needs and resolve technical problems.
13. Collect, organize, analyze, and prepare materials in response to requests for program information and reports.
14. Prepare administrative reports and perform work on studies and specialized projects.
15. Study and analyze program functions and operations, and prepare reports of findings and recommendations to produce more effective educational programs and strategies.
16. Build and sustain partnerships with other commissions, museums, and organizations that support Holocaust, genocide, and antisemitism education.
17. Assist in maintaining and updating information on the Commission's website.
18. Interact and coordinate projects with THGAAC Commissioners, as needed.
19. Provide general support for commission programs, as needed.
20. May train others.
21. Adhere to established work schedule with regular attendance.
22. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

23. Perform other duties as assigned.

Note: This is a perpetual job posting and applications will be accepted on a continuous basis. The position will not be filled before **September 1, 2025**.

Qualifications

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):

- Graduation from an accredited four-year college or university with major coursework in Holocaust, Genocide, or Antisemitism studies and Education, or a closely related field;
- Minimum three years' work experience working with Holocaust education programs providing technical assistance or project support work;
- ____Work experience with curriculum requirements and standards;
- Experience conducting workshops that include public speaking;
- Ability to maintain the security or integrity of the critical infrastructure;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 25% of the work period.

PREFER:

- Master's degree in the Humanities, Social Sciences, or Education, or closely related field;
- Experience in teaching about the Holocaust, genocides, and antisemitism; or
- Experience in working with Holocaust, genocide, and antisemitism education programs.

KNOWLEDGE, SKILLS AND ABILITIES:

- Effective verbal and written communication, human relations and organizational skills;
- Skill in the use of general office machines;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Ability to implement new systems and procedures to evaluate efficiency and effectiveness;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to train others;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

ENVIRONMENT/PHYSICAL CONDITIONS: Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able work extended periods at a computer, and may require working extended hours and some evenings and weekends, as needed.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the [CAPPS website](#). Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (gender, sexual orientation, and pregnancy), national origin, disability, age, military status, genetic information, or protected activity in recruitment, selection, appointment, training, promotion, retention, or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Additional Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Education.pdf

Veterans: Go to <http://www.texasskillstowork.com/> for assistance translating your military work experience and training courses into civilian job terms, qualifications/requirements, and skill sets.

For New Hires/Rehires: Health insurance is available the 1st of the following month after a 60-day waiting period.

AN EQUAL OPPORTUNITY

AFFIRMATIVE ACTION EMPLOYER

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