Part-time Long Island History Day Coordinator
Locations: Home & Hofstra University March 19, 2023

Description
The Long Island Regional Coordinator will be responsible for planning and executing the Long Island History Day contest; supporting schools on Long Island as they prepare for their local and regional research contests; contacting previous and recruiting new judges for the 2023 contest. The Regional Coordinator will be part of a state-wide network of coordinators in New York under the guidance of the State Coordinator but will have full oversight over the Long Island regional contest alongside and conferring with members of the LIHD Advisory Board. Success for this position is measured by the execution of the Long Island regional contest.

Please note, this probationary position is part time from August 2022 – January 2023. The role is full time during the regional contest season, mid-January—mid April and part time through May. The Long Island Regional Coordinator will then provide support as needed for teachers and students moving on to the state contest. This position is remote aside from two or three visits to Hofstra prior to the March 19, 2023 contest date and the regional contest’s day-of, which the Long Island Regional Coordinator must be on-site for.

Regional Support
- Act as point of contact for all teachers, judges, and students within the Long Island region for History Day.
- Provide materials and training (developed by Regional Coordinator, State Coordinator, or NHD office) to teachers and judges as necessary.
- Participate in all state-led Regional Coordinator meetings and trainings as scheduled.

Event Planning
- Plan and execute the in-person Long Island History Day contest taking place March 19 2023. In 2022, LIHD had 490 students, 87 teachers, and 103 judges. These numbers are standard for LIHD and should be expected at minimum for the 2023 contest.
- Work with the LIHD sponsor, Hofstra, and LIHD Advisory Board as necessary throughout the planning process.
  - Participate in all LIHD Advisory Board meetings (as needed: 4 to 6 x per school year)
  - Update Advisory Board members of program progress through the year
- Track all registration fees in zFairs. This includes coordinating with schools and parents, sending payment reminders, processing refunds when applicable, and thorough budget
tracking to be sent to the State Coordinator.

**Qualifications**

- Experience planning events at the 500+ attendee level. Preference given to those with contest planning experience, but it is not required.
- Strong technology skills
- Enthusiasm and strong communication skills
- Attention to detail
- Flexibility and comfort level working with teachers, parents and school administrators
- Desired but not required:
  - Previous experience with History Day as a teacher, judge, or coordinator.
  - Experience with the zFairs contest management system

**Salary**

- Commensurate with number of participating students
  - Range: $13,000 – $17,000
- Payment deferred until student fees are paid (February to April)

To apply, e-mail resume and two references to sglaser22@gmail.com by July 18, 2022