Title: **Education & History Coordinator**  
One Position – Fall/Spring

Work Credit:  
Full dining  
Choice of dining co-op

Time Required:  
5 to 10 hours/week  
Must return to Oberlin before new student orientation (specific date stipulated in the current rent contract with Oberlin College)

Responsible to:  
President, Education & Enrichment Coordinator, Education & Training Coordinator, Education Committee

Support People:  
Education & Enrichment Coordinator, Education & Training Coordinator, Membership Secretary, Education Committee, General Management Team

Appointed by:  
outgoing Education & History Coordinator, One Officer, Education & Enrichment Coordinator, Education & Training Coordinator

Sit on Appointments:  
Education & Enrichment Coordinator, Education & History Coordinator, Education & Training Coordinator, Nicaragua Sister Partnership Coordinator

---

**General Responsibilities**

- Document, catalog, and organize OSCA history as it happens; be knowledgeable about OSCA as an organization and OSCA’s history and theory.
- Serve as a general resource and help Members, Staff, and Employees find information relevant to their interests and/or responsibilities regarding OSCA’s past and present policies, practices, and procedure.
- Educate OSCA members about OSCA history, cooperative history, and cooperative theory & consensus. Work closely with co-op elected historians and the rest of the Education Management Team to do this.
- Work closely with and actively support the other Education Coordinators. As time and interest allow, collaborate on projects that the other Education Coordinators are managing.

**Specific Responsibilities**

**Relationship with co-Education Coordinators**

- Become intimately familiar with the job descriptions and day-to-day responsibilities of your fellow Education Coordinators. This will not only make things easier for everyone, but will also help to preserve institutional memory when new Education Coordinators are appointed.
- For all major events (OSCA Prom, Iron Chef, NASCO Institute), the Enrichment Coordinator will initiate and lead a discussion of what specific tasks need to be done. Then, co-Education Coordinators should work very closely together to fulfill these tasks.
- For admissions, alumni relations, and New Member Training, the Training Coordinator will take the lead on the brainstorming, but all three Education Coordinators should be present at the meetings with the Admissions Office (if possible) and be involved in this relationship and process.
- All three Education Coordinators should be very familiar with OSCA history.
- Trainings for all three positions should be communal; when an EdCo trains their replacement, all Education Coordinators must be present.
- Communicate and delegate to ensure that no Education Coordinator is working significantly more or less than others.

**Meetings**

- Decide amongst the Education Coordinators who will chair the Education Committee (or if you will divide the responsibilities). Help write weekly agenda and weekly summarized minutes of committee meetings. Help organize and oversee committee projects.
- Sit on the Education Management Team, meeting at least weekly along with the other Education Coordinators and the Membership Secretary.
- Meet once biweekly with Accessibility Committee Coordinators.
• At least once a semester, convene with other Committee Coordinators at the Long Range Planning Committee meeting to discuss overlap in their work.
• Recommended: Coordinate with the other Education Coordinators to decide who will sit on the Long-Range Planning Committee (LRPC).
• Recommended: Coordinate with the other Education Coordinators to decide who will sit on the Accessibility Committee.
• Recommended: Sit on the Nicaragua Sister Partnership Committee. Work closely with the Nicaragua Sister Partnership Coordinator to connect them with resources and support and to educate OSCA members about the partnership.

Materials
• Work with the Education Management Team and the Education Committee to create posters, brochures, and other resources for OSCA members, prospective students, parents, and visitors.
• Organize and write materials for the monthly OSCA publication. The other members of the Education Management Team will assist you with the publication. Each Education Coordinator should write one article for each monthly newsletter.
• Help the Education & Training Coordinator (and the rest of the Education Management Team as necessary) to organize reunion events, produce the alumni newsletter, and reach out to alumni.
• Maintain, update, and add to the Education computer server drive with photos documenting co-op events and history as it happens, great articles written for the OSCA monthly publication, and other materials useful for future members of the Education Management Team.

• History Awareness
• Research and present OSCA history and theory to the membership.
• Be familiar with the library resources.
• Write at least one historical article for each monthly OSCA publication. Be aware that there are online resources for publication (specifically, as of 2013, co-op Tumbrs are very popular) and look into ways to utilize those platforms as a means of documenting history publically and communicating history to readers of these online platforms.
• Give regular presentations on OSCA history as needed, or at the discretion of the Board of Directors.
• Actively seek to improve the understanding of OSCA history in all co-ops by helping elected co-op historians present information in their co-op in the way that they see fit. Consider making visits to co-ops that do not elect historians as those co-ops see fit.
• Work with DLECs, HLECs, and New Member Trainers to disseminate historical information to every co-op throughout the school year.
• Work with the Education Committee to create cooperative history-related events for all of OSCA.
• Hold publicized library hours at least 4 hours per week to be available as a resource.
  o Act as a resource to elected co-op historians. Train elected historians on appropriate use of available historical resources. Hold weekly or biweekly historian meetings/work sessions. This helps historians to put in an hour a week and allows us to provide librarianship for members of OSCA who are passionate about OSCA history.
  o Provide direction and resources as needed for individual co-op history projects.
  o Work with historians to create co-op specific historical resources for future years.
  o As Third World Co-op is not responsible for educating the rest of OSCA about their mission, contact the TWC DLEC (or other relevant persons) regarding what information they would like shared with other OSCA members.
History Documentation

• Take photographs for the OSCA monthly publication, OSCA website, and other OSCA publications if you have a camera phone or other camera readily accessible.
• Create new resources relating to OSCA history and the history of the cooperative movement.
• Order new books, journals, and videos (see Financial Manager for library budget).
• Gather news from other co-ops around the country and the world.
• File Board packets carefully in a binder labeled with the appropriate semester.
• Maintain the OSCA articles notebook, our collection of articles written in the Review and other publications about OSCA.
• Collect relevant historical documents from committee heads to preserve the committee's progress to be presented to the next iteration of the committee.

Miscellaneous

• Be accessible to OSCA members by phone, email, office hours, or by appointment. It is strongly recommended to schedule at least 2 hours of office hours with other Education Coordinators per week.
• Check your email and mailbox in the OSCA office on a regular basis.
• The Education Committee Coordinators are responsible for ensuring that minutes are submitted to the Chair of the Board by the beginning of that week's Facilitation meeting. In coordination with the other Education Coordinators, submit either a summary or full minutes of each of your committee’s meetings to be included in the Board packet.
• Write monthly activity reports and submit them to the Personnel Committee. The reports should include time spent on these activities.
• In coordination with the Education Management Team, write a proposal in November/December for the following year’s Education budget and submit it to the Finance Committee.
• Appoint and train the next Education & History Coordinator.
• Revise this job description at the end of the year.
• Save all electronic files relevant to your position on the OSCA computer server drive before the end of the year.

Timeline

Open-up and Orientation

• Arrive early on campus (see Business Coordinator for arrival date).
• Plan and execute an OSCA scavenger hunt for new members.
• Take pictures of orientation events for use in the OSCA monthly publication, alumni newsletter, and for general historical documentation purposes.
• Assist the Education Management Team and other all-OSCA staff with their orientation events.

First Few Weeks

• Ensure that co-ops are electing historians. Get their names from DLECs or from “Lenny”, the Google spreadsheet.
• Work out your office hours (minimum 4) in coordination with the other Education Coordinators.
• Familiarize yourself with the OSCA library, historical resources, and Board minutes. Continue to educate yourself about OSCA & cooperative history and theory.
• It’s recommended that you work with the other Education Coordinators to create a zine/pamphlet for distribution in the co-ops with information about staff (including employees), including their office hours, names, preferred gender pronouns, duties, etc.

September

• Begin filing away Board packets when the Board begins meeting.
• Attend the Board retreat to give a presentation on OSCA history.
• Begin working with co-op historians to help them plan projects and write articles for the OSCA monthly publication.
• Consider giving presentations in the co-ops about their history, in coordination with elected co-op historians, the other Education Coordinators, or on your own.
• Begin sitting on the Education Committee and other committees you sit on regularly.

October (Co-op Month)
• Assist the Education & Enrichment Coordinator in preparing co-op month events, possibly including Iron Chef.
• Assist the Education & Enrichment Coordinator in preparing for the annual NASCO Institute conference in November.
• Continue to be available in the OSCA office as a resource for co-op historians, all-OSCA staff & employees, and OSCA members.

November
• Consider attending NASCO. If attending, document the event with pictures and other historical documentation.
• Review the holdings of the OSCA library and consider making purchases with the library budget to expand its offerings.
• Conduct research online and elsewhere to learn of news from other co-ops around the country and the world. Document this history, especially if it relates to OSCA.

Early Spring
• As in September, ensure that co-ops are electing historians, consider making presentations to all of the co-ops, and work out your office hours for the semester.
• Look back on fall semester. Consider documenting any historical events that occurred.

February
• Attend the Board retreat to give a presentation on OSCA history.
• Continue sitting on the Education Committee and other committees you sit on regularly.

March
• Continue to help other Education Coordinators with their projects, especially focusing on big upcoming events like OSCA Prom.
• Continue to be available in the OSCA office as a resource for co-op historians, all-OSCA staff & employees, and OSCA members.

April
• Conduct an extensive year-end review of the holdings of the OSCA library and consider making purchases with the library budget to expand its offerings.
• As you approach the end of the year, ensure that OSCA history has been documented to its fullest, that our OSCA articles notebook is accurate, all Board packets are filed away, and the library is prepared for future easy access and use by all OSCA members.

May
• Assist the Education & Training Coordinator with planning alumni weekend events, especially the OSCA alumni picnic. If staying for commencement, help further with these events during commencement/reunion weekend.

Advice
• There is a list of past Education Coordinators on the Education Server and in the Education binder -- use them as resources if and when you need help.
• Remember - you are part of a three person team; communication and reliability are key.

Approved by the Personnel Committee