

Arkansas Humanities Council Job Announcement

Position Title: Coordinator for Community Engagement
Date Posted: April 6, 2018
Posting Expires: April 20, 2018
Reports to: Executive Director
Status: Exempt/Full-time/ Excellent Employee Benefits

Summary:

The Coordinator for Community Engagement reports to the Executive Director and is responsible for developing and managing statewide programs including community forums, workshops, and grant initiatives. The Coordinator for Community Engagement will share responsibilities with other staff for public speaking; research; managing AHC's social media platforms; and developing and maintaining strategic partnerships with community and business leaders, schools, and nonprofit organizations. The Coordinator for Community Engagement also serve as the administrator of the Foundant Technologies, Grant Lifecycle Manager System.

Responsibilities:

Public Programming

- Develop and implement public programs, community engagement activities, workshops, and seminars statewide.
- Develop and implement program initiatives that address social challenges such as, community building, racial equity, literacy, and education.
- Actively listen to needs, interests, and passions of Arkansas communities.
- Work closely with Executive Director and staff to establish new and innovative programs and fundraising strategies.
- Develop assessment tools to effectively evaluate Arkansas Humanities Council programs.
- Develop and implement summer/spring break humanities programs for children and their family, with emphasis on Hispanic communities.
- Organize and implement humanities bus tours both in-state and regional.
- In partnership with Arkansas teachers, develop K – 12 grade humanities curriculum and lesson plans that adhere to the Arkansas Department of Education State Standards.

Communications

- Develop and maintain strategic partnerships with community and business leaders, schools, and nonprofit organizations.
- Coordinate AHC's social media presence.
- Write and post content to the AHC website.
- Produce and disseminate press releases.

Administrative Responsibilities

- Serve as the administrator of the Foundant Technologies, Grant Lifecycle Manager (GLM) System.
- Coordinate, review, and process grant applications and final reports through Foundant Technologies, GLM System. Provide training and assistance to board, staff, applicants, and grantees on the GLM System.
- Assist Executive Director with quarterly, biannual, and annual reports.
- Provide recommendations to Executive Director regarding potential programs, initiatives, partnerships, and funding opportunities.
- Work collaboratively with other staff to meet the goals outlined in the AHC Strategic Plan.
- Take minutes for AHC board meetings.
- Generate reports on outcomes, impact, and statewide activities.
- Perform other duties as assigned to advance the mission of the Arkansas Humanities Council.

Qualifications:

Minimum Requirements

- Bachelor's degree in humanities, education, or related discipline.
- Minimum of three years of relevant experience.
- Excellent writing and interpersonal communication skills.
- Experience in planning of professional development training.
- Demonstrated ability to work in a collaborative team environment.
- Ability to design and deliver presentations.
- Commitment to and enthusiasm for the humanities.
- Working knowledge of Microsoft Word, Excel, PowerPoint and Outlook.
- Ability and willingness to travel extensively with minimal evening and weekend travel.

Preferred Education and Experience

- Graduate degree(s) in the humanities and/or education field.
- Five years of relevant professional experience.
- At least five years of professional experience with public programming offered to kindergarten through twelve grade students, diverse populations, libraries, museums, colleges and universities, and other cultural organizations.
- Demonstrated ability to work with racially, ethnically, and linguistically diverse populations.

Compensation Package:

The Arkansas Humanities Council offers a competitive salary for this position with employee benefits to include a Merrill Lynch simplified employment pension retirement plan, paid medical and dental insurance, generous monthly leave, and opportunities for professional development.

How to Apply:

Qualified candidates should submit a cover letter, current resume, and three professional references (include email address and phone number for each reference) as PDF attachments and indicate “Coordinator for Community Engagement” in subject header to:

Jama Best, Executive Director
Arkansas Humanities Council
jamabest@sbcglobal.net

Application Deadline: Midnight (CDT), Friday, April 20, 2018*

*Review of applications will begin April 23, 2018 with the position to remain open until filled.

The Arkansas Humanities Council is an equal opportunity employer. We are committed to creating an inclusive environment for all employees.