

Position Description

Position Title: Community Engagement and Partnership Coordinator

Reports To: Executive Director

Supervises: Interns, Volunteers, and Work Study Students

Job Summary:

The Community Engagement and Partnership Coordinator is responsible for partnership development, technical assistance, implementing the volunteer and internship programs, and oversight of the Freedom's Frontier management plan. Most of this position's time will be focused on exercising discretion and independent judgement in developing quality relationships with FFNHA partners to strengthen engagement and offer support when needed while managing the partner program. This position also assists other staff with special projects, meetings, and communications. The Community Engagement and Partnership Coordinator position requires attention to detail, flexibility in thinking and in time management and places a premium on communication, creativity, teamwork, and organizational skills in the pursuit of multiple objectives that pertain to programs and partner relationships.

Job Responsibilities:

60% - Partnership Responsibilities:

1. Manage partner engagement program. Serves as the "first face" for partnership inquiries.
2. Manage partnership development.
3. Create and publish partner spotlights through social media and other necessary communications.
4. Organize monthly staff fieldwork days.
5. Assist with special projects.
6. Maintain partnership database, partner files, and other partner materials.
7. Coordinate staffing for FFNHA booths and provide information, maps and other materials at partner festivals and events.
8. Secure hosts/locations for and coordinate logistics, promotion and details of partnership meetings.
9. Secure hosts/locations for and coordinate logistics of Board of Trustees meetings.
10. Assist with maintaining social media, website, and other promotional matters.

20% - Communications Responsibilities:

1. Assist, as needed, with FFNHA marketing initiatives.
2. As required, meet with the PR/Marketing consultant(s) and Board of Trustees committees.
3. Ensure that all outreach materials are up-to-date and changes are approved by the committee.
4. Provide timely written information for social media and newsletters.

5. Act as liaison to the heritage area related organizations.

20% - Other Responsibilities:

1. Develop promotions in coordination with FFNHA partners.
2. Ensure that the Carnegie Building exhibit rooms are opened and closed per regularly scheduled hours and for special events as assigned.
3. Implement volunteer and internship programs and supervise volunteers and interns, including work study students.
4. Other duties as assigned by Executive Director as needed.

Education:

Bachelor's degree (or equivalent experience) required with emphasis in history/public history, humanities, library science, business, public/non-profit administration, journalism, communications, marketing/public relations, education, business, management or related field. Master's degree preferred.

Skills/Experience:

Project management, program development, public history and/or marketing communications, experience required. Excellent written, oral, and interpersonal communication skills, organizational, budgeting, and analytical skills required. Ability to set priorities, manage time and multiple projects/tasks while meeting deadlines. Competency with word processing and other software needed to perform job responsibilities, including Microsoft Outlook, Word, and Excel. Ability to set priorities, manage time and multiple projects/tasks while meeting deadlines critical.

Equipment Used:

Includes, but is not limited to: copier, scanner, computer, printer, digital camera, calculator, multi-media projector, telephone and fax machine.

Other Considerations:

Comprehension/application of federal, state, local and private regulations pertaining to the funding Freedom's Frontier uses to implement its programs, projects and Grants Programs. Will require occasional work on evenings/weekends and holidays. Must have valid driver's license, reliable transportation and proof of insurance. In-town and out-of-town travel required including occasional overnight travel. Must be able to lift and carry 25 pounds.



Starting Salary Range:

\$37,000-\$45,000 annually plus benefits

Please send a cover letter and resume to: Executive Director, Lucinda Adams
Ladams@freedomfrontier.org

Priority consideration for resumes received by October 7, 2022

Employee Signature

Date