

# **Saving Hallowed Ground (SHG) Program Coordinator**

## **Job Description:**

Saving Hallowed Ground, a historic preservation and education non-profit organization, is looking for a self-motivated, experienced Program Coordinator who can undertake a variety of administrative and program management tasks. The Program Coordinator will plan, organize, and execute SHG programs, projects, and activities, as well as carry out important operational duties such as managing Saving Hallowed Ground external communications, social media, and web presence.

The ideal candidate will be a self-starter, organized and detail-oriented, comfortable working with diverse teams, capable of managing multiple existing external relationships while building and cultivating new ones. The candidate should have experience with project management as well as strong writing and research skills. Saving Hallowed Ground Program Coordinator is a full time position reporting to SHG Executive Director Eugene Hough and will be expected to work out of an office at 80 W. Lancaster Avenue in Devon, PA during normal business hours. Some nights, holidays, and weekends may be required.

## **Job Duties and Responsibilities:**

### **Program Management and Delivery (70%)**

- Play major role in management of SHG partnerships with individuals and organizations, including coordinating the activities of several major existing partnerships and special projects.
- Facilitate ongoing communication and outreach with various entities, including but not limited to individuals, schools, community centers, youth serving organizations and historic preservation entities
- Support planning, coordination, and implementation of SHG's permanent programs and all related activities, including event outreach and planning, documentation, and follow-up.
- Research and pursue grants and other funding opportunities, as SHG prepares for full financial independence in 2020.

### **Communications (25%)**

- Produce Newsletter (published on a monthly basis) and other Media Campaigns
- Write and edit blog posts for the SHG public blog as well as for the blogs of external entities, promoting and describing SHG programs, special projects, and other initiatives.
- Manage SHG's social media accounts, including Facebook, Twitter, and Instagram, promoting SHG activities and driving traffic to the SHG website.
- Distribute weekly update to Board of Directors and Advisory Board, summarizing the week's activities.
- Update SHG web page as necessary, including promoting SHG news media coverage, new event photos and videos, as well as other updates.

### **Other Duties (5%)**

- Facilitate day to day operations with minimal supervision
- Help build positive relations within the team and external parties
- Keep updated records and create reports as requested
- Other duties as required

## **Requirements**

- BSc/BA in Business Administration, Communication, Education, History or related field; MA in History, Public History, Museum Studies, or Arts Administration preferred.
- Minimum 2 years of relevant work experience post college graduation

- Proven experience as program coordinator or relevant position, including knowledge of project management and development procedures.
- Tech savvy: proficient in MS Office, social media; Experience with Adobe Photoshop, Wix, and web-design preferred.
- Ability to work with diverse, multi-disciplinary teams
- Excellent time-management and organizational skills, including the ability to work independently and to identify and pursue priorities with minimal oversight.
- Outstanding verbal and written communication skills; strong background in research and writing preferred.
- Detail-oriented and efficient
- Be willing to take the lead on projects under supervision of SHG Director
- Collaborative work style
- Valid driver's license
- Must be cleared to work with children (pass FBI criminal background check)

**Compensation:**

The annual salary for this position is \$45,000-\$55,000, depending on experience. This position is eligible for standard medical benefits, 401K (simple IRA with up to 3% contribution match) offered by the Uncommon Individual Foundation (UIF) and will have 10 self-selected paid vacation days, two paid personal days and ten paid standard holidays chosen by UIF. This position is also eligible to participate in UIF's annual review process to promote growth opportunities within UIF. UIF is an "at will" employer and this position is considered "at-will" and will be on the UIF's standard 90 day probationary period.

**How to Apply:**

Send Resume, Cover Letter, a general writing sample of your choice, and a "media post-style" writing sample of your choice [Gene@uif.org](mailto:Gene@uif.org)