



PUBLIC PROGRAMS COORDINATOR

FLSA STATUS: Part Time – Non-Exempt

STARTING SALARY: \$35,000

REPORTS TO: Director of Programs

LOCATION: Currently remote. Some telework available once office space is acquired.

DEADLINE: Apply by February 25th for best consideration. Early applications encouraged.

ABOUT HUMANITIESDC

HumanitiesDC is the federally designated humanities council for Washington DC. Founded in 1980, HumanitiesDC aims to use the humanities as a tool to help all Washingtonians, and others connected to the District, deepen their relationships with the city and each other through the sharing of unique and universal stories, the fostering of intellectual stimulation, and the promotion of cross-cultural understanding. We work to amplify DC residents' voices primarily through grantmaking and programs that support the making, recording, and appreciation of all things related to our city's history, culture, and arts. We do this in partnership with other organizations, as well as local scholars, field experts, and citizen humanists.

HumanitiesDC is an independent nonprofit governed by a volunteer Board of Directors consisting of local civic, cultural, and business leaders and staffed by a team of nine. HumanitiesDC has a \$2.3M budget, largely derived from contributed sources including the National Endowment of the Humanities and local government.

Now in its fourth decade, HumanitiesDC has steered millions of dollars to the local community through grants and programs to achieve its mission. HumanitiesDC engages with numerous partners, including schools, museums, historic sites, civic associations, community centers, and independent scholars to ensure equitable access to all of DC's diverse communities. A sample of signature programs include:

Various grant programs, which amplify DC's diverse voices, perspectives, and stories, support scholarly programming, oral history, documentaries, curriculum development, youth empowerment, and more. Awards range from \$5,000 to \$30,000. In 2021, HumanitiesDC awarded \$1.2M in competitive grants to various humanities organizations and projects.

The DC Oral History Collaborative, an innovative partnership with the DC Public Library, preserves stories and memories of DC residents as communities change. HumanitiesDC equips

residents with the training and financial resources they need to conduct and record high-quality interviews. Since 2016, over 200 recordings have been documented, a portion of which are archived in the DC Public Library's Washingtonian collection.

At HumanitiesDC, we strive to create a space that is welcoming, creative, energizing, respectful, and equitable for our team, partners, and participants. All programming aligns with the mission and values of the organization, is designed to reflect participating communities, is flexible enough to be responsive, and makes cultural connections wherever possible.

POSITION SUMMARY

The **Public Programs Coordinator** will support HumanitiesDC's public programs development, implementation and partnerships in line with the organization's mission, strategic goals and planned growth. They will work closely with the Director of Programs to implement stellar long and short-term programming and projects that creatively increases all District residents' ability to participate in the humanities. The Public Programs Coordinator is responsible for ensuring tasked programs goals and objectives are achieved in a timely fashion. They will work closely with the Director of Programs, Executive Director, and programming related consultants and fellows.

Additional responsibilities include supporting the rest of the HumanitiesDC team, with particular focus on programming needs, engaging in cross-organizational projects and activities, and regularly participating in organizational events.

The position will be based primarily at the HumanitiesDC office. The position is a Monday through Friday schedule designed to allow for regularly working and/or attending weekend and evening activities.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1 - Strategy, Vision, and Leadership

- Contribute to the development of HumanitiesDC's driving goals and objectives through the participation in strategic planning efforts;
- Contribute to the overall Public Programs strategy created by the Director of Programming and Executive Director, that actively furthers our vision, values, and growth goals;
- Support the creation of the Public Program annual budget.

2 - Program Management

- Support the Director of Programming in creating an annual Public Programs plan including the year's focuses, milestones, processes and deadlines;
- Identify and manage focus areas like the Humanities and Porchtails Podcast Programs;
- Manage relationships with partnering scholars, experts and consultants engaged in programming.
- Support the administration of an evaluation process including data collecting, performance monitoring and internal reporting for identified focus areas;
- Support archiving of program-related materials and files on an annual basis.

3 - Communications

- Work with the Director of Development and Communications Fellow to market Public Programs to a wide audience;
- Research opportunities to present HumanitiesDC's Public Programs to interested audiences;
- Regularly update organizational contact lists with information from participants, audience members, and volunteers;
- Provide logistics related online and in-person events;
- Work with communications to create impact stories/statements.

4 - Team Development

- Continually deepen area and general expertise for self and work to share knowledge and develop skills of others across the organization;
- Through example promote a culture of support, high performance and continuous growth that values learning and a commitment to collaboration and quality;

5 - Representation, Networking, Communications and Collaboration

- Help maintain a Public Programs calendar that is regularly updated and readily available to the whole team. Update whole team on upcoming important dates, issues and achievements;
- Represent HumanitiesDC in relevant events, forums and network-building opportunities.

Other tasks in line with the essential functions/responsibilities mentioned above may be required.

QUALIFICATIONS AND EXPERIENCE

- 5 years' of experience of progressively increasing professional experience in the humanities, program management, and/or community development;
- Understanding and connections to Washington, DC communities and cultural touchstones;
- Experience organizing community-engaging programs, events and activities;
- Experience with grassroots-level outreach, working in diverse settings, and directly with community members;
- Strong experience supporting a team with diverse levels and areas of expertise;
- Skilled with technology. Proficiency in Microsoft Office Suite, Sharepoint, and Teams;
- Basic fluency in Spanish, French, Amharic or Chinese a plus;
- At home working in a highly collaborative, fast-paced, and creative professional setting;
- Strong written, oral, communication skills;
- Strong interpersonal and active listening skills and the ability to effectively interface with community members;
- Excellent judgment and creative problem-solving and conflict resolution skills;
- Ability to articulate organizations' work and needs to a diverse audience;
- Passionate about HumanitiesDC's mission, as demonstrated through a personal or professional connection to the humanities.

COMPENSATION

HumanitiesDC is greatly committed to salary transparency and pay equity. Compensation for this role has been budgeted at \$35,000 and is non-negotiable. HDC offers a generous benefits package that includes health, dental, vision, and paid leave.

APPLICATION PROCESS

For best consideration, applications should be received by February 25, 2022. Interested applicants should send a resume and a cover letter that describe their interest in and qualifications for this role, emphasizing their leadership experiences to hr@wdchumnities.org. Qualified applicants will be contacted on a rolling basis. Early applications are encouraged due to the pace of the search. Inquiries about the role may be directed to Rebecca Lemos Otero at rlemosotero@wdchumanities.org

BACKGROUND AND REFERENCE CHECKS

Finalist(s) for this position will be required to consent to a pre-employment background and reference checks as a condition of employment.

WORKING CONDITIONS

HDC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. This employee is regularly required to sit, stand, bend, stretch and kneel for long periods of time; frequently required to talk, hear, and use repetitive hand motions; and should possess the ability to push, pull, and lift up to 20 pounds unassisted.

As a condition of employment, all external candidates must provide proof that they are fully vaccinated from COVID-19, as of your first day of employment, unless a request for an ADA accommodation has been approved. "Fully vaccinated" means two (2) weeks have passed since your last dose of a two-dose series or two (2) weeks after a single-dose vaccination.

EQUAL OPPORTUNITY EMPLOYER

HDC has a strong commitment to diversity, equity, and inclusion and strongly encourages applications from candidates who identify as Black, Latino/a/x, or other people of color. Employment decisions are based upon one's qualifications and capabilities to perform essential functions of a particular job. All opportunities are provided without regard to race, religion, gender, sexual identity, family status, pregnancy-related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.