JOB TITLE: Community Engagement Specialist

LOCATION: History Center - 345 W Kellogg Blvd., St. Paul, MN 55102

COMPENSATION: $55,702.40 annual minimum

STATUS & HOURS: Full-time, (approximately 2,080 annual hours) project position through January 4, 2026.

BENEFITS: Eligible to participate in State Employee Group Insurance Program and a retirement program with employer contribution. Generous vacation and sick time accruals with additional paid holidays.

DESIGNATION: Bargaining Unit AFSCME Local 3173

POSTING DATE: January 8, 2024

DEADLINE DATE: January 31, 2024

TO APPLY: Interested applicants must apply online at the Minnesota Historical Society’s career center at www.mnhs.org/jobs and include a resume and cover letter by the application deadline date.

DESCRIPTION: The purpose of this position is to advance the work unit strategies of establishing and nurturing community relationships with cultural entities, community based entities and individual community leaders. We believe that community members are the leaders and producers and owners of their stories and their resources. Community engagement is building relationships in a way that honors that authorship, leadership, and ownership.

In collaboration with the Community Engagement Manager, this position supports the delivery of partnerships and program support which could include but is not limited to: the design, development, planning, and delivery of MNHS expertise, products, or programs, defined by community partners with the support of MNHS resources and/or staff.

SUMMARY OF WORK: 1) Identify, develop and implement work unit strategies to establish, nurture, or maintain collaborative relationships with community entities, vendors, and leaders; 2) Working with MNHS staff and external stakeholders, create and implement plans for delivery of community support; 3) Support departmental communications including social media posts that present traditionally excluded community histories; and 4) Communicate and build collaborative relationships both internally and externally to support community engagement work done at MNHS.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree or equivalent education/experience.
- Two years experience working in community program development and delivery, education, historical research or equivalent education/experience.
- Demonstrated ability to build partnerships and work with and in support of external partners, including community-based groups or organizations, to deliver programs and/or services to the public.
- Personal or professional experience engaging with the underrepresented communities in
● Effective oral and written communication skills, including the ability to write clearly and concisely and communicate with individuals and groups.
● Demonstrated ability to work independently and take individual initiative while also being able to collaborate effectively and contribute positively in a team environment.
● Demonstrated ability to work effectively with diverse groups and individuals.
● Computer skills necessary to develop quality project and program documentation
● Ability to pay attention to details while overseeing multifaceted projects.
● Demonstrated ability to multitask, working effectively under pressure to meet deadlines, prioritizing and adapting to changing priorities
● Strong organizational and project management skills.
● Ability to work occasional evenings and weekends to attend community events, meetings, or programs.
● Valid driver’s license and willingness to travel.

DESIRED QUALIFICATIONS:
● Two years of previous experience developing community based programs for museum and community audiences.
● Two years of previous experience delivering community programs.
● Proficient written and spoken skills in Hmong, Somali, Spanish or a language other than English.
● Experience working with individuals with disabilities.
● Familiarity with Minnesota Historical Society programs and/or exhibits.
● Previous experience working with interns or volunteers.
● General knowledge of United States history and the history of multiple racial, ethnic and cultural, and tribal groups within the state.

Should you have questions with the application process, email humanresources@mnhs.org or call MNHS Job Line at 651-259-3181.

At MNHS, we don’t just accept difference — we celebrate it, we support it, and we thrive on diversity for the benefit of our employees, our products and services, and our community. The Minnesota Historical Society believes that an inclusive culture among our team members is critical to our success as a historical society and museum, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. The Minnesota Historical Society is proud to be an equal opportunity workplace and employer.