



**RECRUITMENT NOTE:** Particularly looking for individuals with experience or interest in literature, documentary films and/or program assessment.

### **PUBLIC PROGRAMS COORDINATOR**

**REPORTS TO:** Director of Grantmaking and Programs

**FLSA STATUS:** Full Time - Exempt

**STARTING SALARY:** \$60,000/year

**LOCATION:** Humanities DC office - 1804 T Street NW, at least 2 days per week; telework optional on other days

**DEADLINE:** March 24. Applications will be reviewed on a rolling basis; early applications are encouraged.

### **ORGANIZATIONAL OVERVIEW**

HumanitiesDC is the state 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.

### **ORGANIZATIONAL CULTURE**

HumanitiesDC is interested in creating a work environment and practices that are led by our collective values, including:

- **Equity Driven** We strive to center equity principles across our organization, internally and externally. This focus helps us broaden access, inclusion, and diversity in all our work to create structures that share power and core decision-making.
- **Community Powered** As an organization based in the humanities, we recognize that our work would not be possible if not for the strength and experiences of all the people who make up our city. Our aim is to build authentic relationships and collaborations that reflect the vibrancy of our community.
- **Creative Vision** We relish opportunities to venture into unexplored territory. We strive to bring a creative and entrepreneurial spirit into our collective work with the

hopes of continuing to explore how the humanities can act as a connector across all our lives.

- **Amplifying Voices** We seek to use the power and resources made available to us to create spaces and opportunities to celebrate and share Washington, DC stories, culture, and experiences, especially those traditionally marginalized or left out of mainstream narratives.
- **Acting with Integrity** We are a curious group, excited to always better our grantmaking, public programs, internal culture, and community partnerships. We strive to be reflective, accountable, and ever-learning as we foster transparency across our organization and build mechanisms for feedback.

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 supports HumanitiesDC's public programs development, implementation, and partnerships in line with the organization's mission, strategic goals, and planned growth. They work closely with the Director of Grantmaking and Programs to implement stellar long and short-term programming and projects that creatively increase opportunities for all District residents 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 Grantmaking and Programs, Executive Director, and other staff, consultants, and fellows. Additional responsibilities include supporting the HumanitiesDC team, with particular focus on programming needs, engaging in cross-organizational projects and activities, and regularly participating in organizational events.

The position is a Monday through Friday hybrid schedule with at least two days per week working at the HumanitiesDC NW DC office. The position involves supporting and attending weekend and evening events.

## **ESSENTIAL FUNCTIONS/RESPONSIBILITIES**

### **1 - Strategy, Vision, and Leadership**

- Contribute to the development of HumanitiesDC's goals and objectives through the participation in strategic planning efforts.
- Contribute to the overall Public Programs strategy, actively furthering our vision, values, and goals.
- Support the creation of the Public Program annual budget.

### **2 - Program Management**

- Support the Director of Grantmaking and Programs in creating an annual Public Programs plan.
- Plan and implement assigned programs and events.
- Assist with the planning and development of new programming.
- Provide logistics support for online and in-person events.

- Manage relationships with scholars, experts and consultants engaged in programming.
- Support the evaluation of programs including data collecting, performance monitoring and internal reporting.
- Support archiving of program-related materials and files on an annual basis.

### **3 - Communications**

- Work with communications to market Public Programs to a wide audience.
- Ensure that events and programs are listed on the website in a timely manner.
- Research opportunities to present HumanitiesDC's Public Programs to interested audiences.
- Regularly update organizational contact lists with information from participants, audience members, and volunteers.
- 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**

- Associate's degree or equivalent experience, plus 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.
- Energetic, flexible, collaborative, proactive and excited to take on strategic and tactical programming-related tasks positively and productively.
- Passion and/or demonstrated commitment to HumanitiesDC's mission.

### **SKILLS**

- 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.
- Proficiency in Microsoft Office Suite, SharePoint, and Microsoft Teams.
- Self-reliant with strong problem-solving skills.
- High attention to detail, incredibly organized self-starter who will take initiative for identifying and solving problems.

## **COMPENSATION**

HumanitiesDC is greatly committed to salary transparency and pay equity. The salary for this position is set at \$60,000 per year. Additionally, full time staff are eligible for the following benefits:

- Employer-provided health, vision and dental insurance coverage (100% employer paid)
- Participation in a retirement plan (including an employer contribution), and life insurance.
- 12 paid holidays and 10 paid days of Annual Organizational Closings (including the week between December 24 and January 1st)
- 18 days of paid time off per year, with increases after two and five years.
- An additional 3 days of sick leave per year is provided. We also provide short term disability and long-term disability insurance. We comply with the DC Paid Leave Act.
- We offer a sabbatical with up to 6 weeks after five years of service and up to 10 weeks after 10 or more years of service.
- Annual funding for professional development.
- \$25 monthly reimbursement for personal cell phone use.

## **APPLICATION PROCESS**

Applicants should send a resume and a cover letter that describes their interest in the role, and their qualifications. Applications and inquiries about the role should be directed to the Director of Grantmaking + Programs, Lois Nembhard at [lnembhard@humanitiesdc.org](mailto:lnembhard@humanitiesdc.org).

## **BACKGROUND AND REFERENCE CHECKS**

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

## **WORKING CONDITIONS**

HumanitiesDC 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.