



DISTRICT FELLOWSHIP - Community Engagement + Communications

REPORTS TO: Executive Director

SCHEDULE: Temporary Part time (20HR/WK, April-October) - Non-Exempt

STARTING SALARY: \$1,800/month stipend

LOCATION: Humanities DC office in NW DC at least 2 days per week; telework optional on other days

DEADLINE: March 17. 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 in order 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 culture, stories 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.

POSITION SUMMARY

The District Fellowship is designed by HumanitiesDC to support humanists, and non-profit professionals early in their careers and currently residing in the DC area. This program is meant to provide fellows with hands-on experience, professional development, and opportunities to lead their own projects or initiatives within program areas. Fellows work side-by-side with HumanitiesDC staff, receive coaching and get increased exposure to our area's humanities community.

This District Fellow primarily works with the Executive Director and Communications Coordinator on all aspects of the organization's efforts to communicate with and engage our various communities for the purposes of achieving HumanitiesDC's mission and goal of increasing all District residents' ability to participate in the humanities. Activities will include participating in daily outreach, strategic communications projects, brand management, managing social media and some web content, and public event support. When possible, HumanitiesDC will also make an effort to enable District Fellows to explore and participate in other parts of our organization and programs that may add to their professional growth.

The position will be based primarily at the HumanitiesDC office located at 1804 T Street, NW Washington, DC 20009. Some remote work is an option. The office is open Monday to Friday, 9:00 a.m. to 5:00 p.m., with some evening and weekend activities. The position schedule is negotiable.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1 - Communications

- Support the implementation of the annual communications and community engagement plan;

- Participate in the design of communication and engagement campaigns;
- Contribute to social media content and strategy (Facebook, Twitter, Instagram, YouTube and LinkedIn) with special attention to cultivating “followers” into engaged supporters;
- Assist in the coordination of updates on our website (Wordpress);
- Regularly research outside content (articles, blogs, video) for social media;
- Follow marketing metrics within social media and Google Analytics to inform content strategy;
- Research best marketing practices for small non-profits for social media and email marketing.

2 - Community Engagement

- Create opportunities for community engagement like strategic tabling, and event participation;
- Support efforts to grow the overall organization’s community connections and contacts;
- Attend and document grantee and organizational events for promotion and publication.

3 - Team Participation

- Actively participate in an internal culture of support, high performance and continuous growth that values learning, and a commitment to collaboration and quality;
- Develop an ongoing understanding of all the work of HumanitiesDC to be an effective representative to community members and partners.

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

QUALIFICATIONS AND EXPERIENCE

- Bachelor’s degree or equivalent experience, plus one year of experience in communications, fundraising, community engagement, and/or other related disciplines;
- Experience and understanding of various social media practices and platforms;
- Experience with community engagement campaigns a plus;
- Understanding and connections to Washington, DC communities and cultural touchstones;
- Experience with grassroots-level outreach, working in diverse settings, and directly with community members;
- Energetic, flexible, collaborative, proactive and excited to positively and productively take on programing-related tasks;
- Experience and understanding of the humanities preferred;

- Passion and/or demonstrated commitment to HumanitiesDC's mission.

SKILLS

- Comfortable in a highly collaborative, fast-paced, and creative professional setting;
- Strong written, oral, and presentational communication skills;
- Strong interpersonal and active listening skills and the ability to effectively interface with community members;
- Excellent creative problem-solving skills;
- Proficiency in Microsoft Office Suite, SharePoint, Teams and online event platforms like Zoom;
- Skills in website design, visual arts, graphic design, or creative writing a plus;
- Working knowledge of Spanish, Chinese, Vietnamese, Korean, or Amharic welcomed;
- Working knowledge of the DC area;
- High attention to detail and strong organizational skills;
- Self-starter who will take initiative for identifying and solving problems.

COMPENSATION

HumanitiesDC is greatly committed to salary transparency and pay equity. District Fellows receive a monthly stipend of \$1,800. Fellows may qualify for select benefits.

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 Executive Director, Rebecca Lemos Otero at rlemosotero@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

HumanitiesDC 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.



DISTRICT FELLOWSHIP - DC Oral History Collaborative

REPORTS TO: DC Oral History Collaborative Senior Manager

SCHEDULE: Temporary Part time (20HR/WK, April-October) - Non-Exempt

STARTING SALARY: \$1,800/month stipend

LOCATION: Humanities DC office in NW DC at least 2 days per week; telework optional on other days

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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 2017, over 350 recordings have been documented, a portion of which are archived in the DC Public Library's Washingtonian collection.

ORGANIZATIONAL CULTURE

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- **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 in order to explore how the humanities can act as a connector across all our lives.
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- **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.

POSITION SUMMARY

The District Fellowship is designed by HumanitiesDC to support humanists, and non-profit professionals early in their careers and currently residing in the DC area. This program is meant to provide fellows with hands-on experience, professional development, and opportunities to lead their own projects or initiatives within program areas. Fellows work side-by-side with HumanitiesDC staff, receive coaching and get increased exposure to our area's humanities community.

The DC Oral History Collaborative (DCOHC) District Fellow works with the DCOHC Program Manager and Programs Coordinator to support all aspects of the Collaborative including grantmaking, trainings, archiving, and events. The Fellow's work supports HumanitiesDC's overall mission and goal to increase all District residents' ability to participate in the humanities.

Activities may include supporting the work of Collaborative members - an oral history community of practice in DC, strengthening relationships with partners like the DC Public Libraries, developing a project that engages the public with the DCOHC oral history archive, organizing oral history collections in preparation for submission to the DCPL People's Archive, developing social media campaigns around DCOHC topics and themes, and producing and supporting public programs.

The Fellow will have the opportunity to learn about the practice of oral history through the Collaborative's training programs and those offered by other institutions. HumanitiesDC will also create opportunities for District Fellows to explore and participate in other parts of our organization and programs that may add to their professional growth.

The position will be based primarily at the HumanitiesDC office located at 1804 T Street, NW Washington, DC 20009. Some remote work is an option. The office is open Monday to Friday, 9:00 a.m. to 5:00 p.m., with some evening and weekend activities. The position schedule is negotiable.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1 - Program Support and Grantmaking

- Support the implementation of the annual program plan including the year's focuses, milestones, processes and deadlines;
- Assist with the redistribution of \$200K to oral history projects through a community-based grantmaking process;
- Regularly communicate with, inform, and support grantees and other Collaborative members;
- Participate in the evaluation process including data collecting, and internal reporting;
- Prepare collected oral history interviews, transcripts, and other associated materials for submission into the DC Public Library's People Archive.

2 - Oral History Education and Trainings

- Work with staff and consultants to facilitate workshops in oral history for non-professionals aimed at providing skills such as: seeking interviewees, preparing for the interview, selecting and using interview equipment, optimizing audio quality, and creating post-interview documentation;
- Promotes trainings among communities across the city.

3 - Community Development and Partner Relations

- Engage with DC Public Libraries and the Peoples Archive;
- With the rest of the Programs Team, aid in the creation and management of opportunities for grantees and other oral historians to share their projects more broadly and with the public;
- Regularly be a HumanitiesDC presence at organizational, partner and grantee events.

4 - Team Participation

- Actively participate in an internal culture of support, high performance and continuous growth that values learning, and a commitment to collaboration and quality;
- Develop an ongoing understanding of all the work of HumanitiesDC to be an effective representative to community members and partners.

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

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree or equivalent experience, plus 1 year of experience in library and information sciences, history, public history, community development, and/or other related disciplines;
- Experience and understanding of oral history practices preferred;
- Understanding and connections to Washington, DC communities and cultural touchstones;
- Experience organizing community-engaging trainings, activities, and in person or virtual events;
- Experience with grassroots-level outreach, working in diverse settings, and directly with community members;
- Energetic, flexible, collaborative, proactive and excited to positively and productively take on programing-related tasks;
- Passion and/or demonstrated commitment to HumanitiesDC's mission.

SKILLS

- Comfortable in a highly collaborative, fast-paced, and creative professional setting;
- Strong written, oral, and presentational communication skills;
- Strong interpersonal and active listening skills and the ability to effectively interface with community members;
- Excellent creative problem-solving skills;
- Proficiency in Microsoft Office Suite, SharePoint, Teams and online event platforms like Zoom;
- Working knowledge of Spanish, Chinese, Vietnamese, Korean, or Amharic welcomed;
- High attention to detail and strong organizational skills;
- Self-starter who will take initiative for identifying and solving problems.

COMPENSATION

HumanitiesDC is greatly committed to salary transparency and pay equity. District Fellows receive a monthly stipend of \$1,800. Fellows may qualify for select benefits.

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 DC Oral History Collaborative Senior Manager, Jasper Collier at jcollier@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

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.