



## **DISTRICT FELLOWSHIP - Community Engagement + Communications**

**REPORTS TO:** Executive Director

**SCHEDULE:** Temporary Part time (20HR/WK, January-May/June) - Exempt

**STARTING SALARY:** \$1,800/month stipend

**LOCATION:** HumanitiesDC office in NW DC at least 1 days per week; telework optional on other days

**DEADLINE:** November 3. Applications will be reviewed on a rolling basis; early applications are encouraged. Position expected to start in mid-January.

## **POSITION SUMMARY**

The District Fellowship is designed by HumanitiesDC for DC area residents who are humanists and non-profit professionals currently in school or early in their careers. 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. As part of this process most fellows choose and complete a capstone project during the duration of their positions.

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.

## **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.

## **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**

- Two years of college completed or equivalent experience, experience in communications, fundraising, community engagement, and/or other related disciplines a plus;
- 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**

For best consideration, applications should be received by November 3, 2023. Interested applicants should send a resume and a cover letter via email to [OfficeAdmin@humanitiesdc.org](mailto:OfficeAdmin@humanitiesdc.org) with the subject line as "District Fellow: Communications". 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 [OfficeAdmin@humanitiesdc.org](mailto:OfficeAdmin@humanitiesdc.org).

- **Step 1:** All submissions will be reviewed as they are received. All candidates will be notified in a timely manner if they are being considered for the position.
- **Step 2:** Invited candidates will take part in a 45min-1hr interview with the Executive Director and Communications Coordinator.
- **Step 3:** Candidates chosen to continue may then have a 30-minute conversation with select staff to learn more about HumanitiesDC and our organization's culture.
- **Step 4:** At this point candidates may be asked to provide work samples or to answer a short series of follow-up questions via email. The final candidate will be selected.
- **Step 5:** A final candidate will be asked to provide references and consent to a background check if needed.
- **Step 6:** Selection and placement of the final candidate. Placement for this position is anticipated to occur by January 2024. Once the final candidate has accepted their offer of employment, all other applicants will be notified of their status

## **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.