



## **DISTRICT FELLOWS - Community Engagement + Communications Fellow**

**REPORTS TO:** Communications Manager

**FLSA STATUS:** Temporary Part time (20HR/WK, February-July) - Non-Exempt

**STIPEND:** \$2,000/month stipend

**REPORTS TO:** Communications Manager

**TERM:** 3 February - 30 July 2025

**LOCATION:** Humanities DC office in NW DC at least 2 days per week

**DEADLINE:** Applications will be reviewed on a rolling basis; early applications are encouraged. For best consideration apply by November 30, 2024

### **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 Fellowships are 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 Communications Manager 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 general outreach, creating social media, digital media, and website content, contact management, 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 (E-newsletter, Facebook, 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.
- Continual management of database of contacts (Constant Contact, Bloomerang)
- Manage image library

## **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, EXPERIENCE, AND SKILLS**

The following are examples of experience and skills that may contribute to the success of a potential Community Engagement + Communications District Fellow. However, candidates need not possess all of the following qualifications and are encouraged to apply even if their past experience does not match the list below.

### *Qualifications & 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 programming-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 and oral communication skills;
- Strong interpersonal and active listening skills and the ability to effectively interface with community members;
- Proficiency in Microsoft Office Suite, Sharepoint, Teams, social media platforms;
- 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;
- Excellent judgement and creative problem-solving skills;
- High attention to detail and strong organizational skills;
- Self-starter who has strong time-management skills and is comfortable with independent work;
- Ability to 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 \$2,000. Fellows may qualify for select benefits.

## **APPLICATION PROCESS**

Applications will be accepted and reviewed on an ongoing basis. For best consideration, applications should be received by November 30, 2024. Search will remain open until filled.

**Applicants should use the following link to apply to this job: [APPLY HERE](#).**

In the application portal you will be prompted to answer some questions and to upload your resume. If you wish to upload a cover letter (not required), please add it to the end of your resume. Key questions to be answered in the portal include:

- What is your connection to the humanities? [500 words max].
- Please describe your experience as it relates to your selected fellowship(s) and what you hope to gain from this experience [500 words max].

If you have technical issues with the application portal, please email [OfficeAdmin@humanitiesdc.org](mailto:OfficeAdmin@humanitiesdc.org) and we will respond to you within one working day.

## **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.