

Position Summary:

The Events & Engagement Coordinator works under the supervision of the Executive Director. With assistance from the Board of Directors and Executive Director, plans and implements programs and special events to promote, support, and bring new awareness to the organization. Works with the Museum & Archives Manager to train and supervise museum employees and volunteers for programs and events. Responsible for maintaining professional standards for the organization.

The work schedule is approximately 25-30 hours per week and will require some evenings and weekends. The position is on-site .

Responsibilities

- Reporting to the Executive Director, the Coordinator is responsible for planning, organizing, and implementing outreach programs and site special events.
- This role involves engaging with the community, fostering partnerships, marketing to visitors, and ensuring the success of various outreach initiatives.
- Assist the Executive Director in developing and promoting programs and services within the community, including but not limited to:
 - Social Media
 - Website
 - Email Newsletters
 - In Person Presentations
- Plan, coordinate, and track outreach events, workshops, and information sessions.
- Assist with event calendar creation and development.
- Ensure activities are executed smoothly and align with organizational goals.
- Coordinate logistics such as venue selection, materials, staffing, and scheduling.
- Monitor and evaluate the success of activities, adjusting as needed.
- Maintain accurate records of outreach and activities, including attendance and feedback.
- Prepare reports and presentations on outreach and activity outcomes for the Board of Directors.
- Assist with other administrative tasks as needed to support department functions.
- Provide support to team members and volunteers involved in outreach and activities.
- Manage invitations for speakers, partners, and participants, and track event registrations.
- Coordinate with vendors regarding facilities, food/beverage, and scheduling as needed.
- Provide on-site support before, during, and after events
- Performs other duties as needed to meet the Society's goals as directed by the Executive Director.

Qualifications and Skills:

- High School graduate
 - Some college or work experience in a related field preferred.
- At least two years of event management or marketing experience.
- Proven ability to manage multiple projects and programs.
- General working knowledge of information technology.
- Commitment to quality programs and data-driven program evaluation.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.