



Job Title: Community Outreach Coordinator

Department: Education Programs & Outreach (EPO)

Reports to: Director of Community Outreach & Engagement

History saved and preserved is the foundation for strong, vibrant communities and future generations. The Detroit Historical Society's mission is to tell Detroit's stories and why they matter. Founded in 1921, the Society has been bringing together diverse voices and communities around the stories of the region to find their place in the present and inspire the future for almost 100 years. Located in Detroit's cultural district, the Society administers and develops exhibitions and programming for the Detroit Historical Museum, and Dossin Great Lakes Museum. The team cares for more than 250,000 artifacts in its collection, relying upon a staff of over 70 individuals to help bring Detroit's stories to life.

The Detroit Historical Society (DHS) is seeking a creative, enthusiastic, and engaged individual for the position of Community Outreach Coordinator. The coordinator reports to and works closely with the Director of Community Outreach & Engagement to develop strategic and sustainable community partners including neighborhood and community-development organizations, city agencies, local nonprofits, colleges and universities, businesses and other groups, to reach untapped audiences.

As a public-facing representative for DHS, this staff member will play a vital role in expanding the DHS's capacity to build transformational relationships that lead to the development of meaningful and effective inclusive programs and initiatives that serve community members of all ages throughout the region.

The Community Outreach Coordinator is a full time, non-exempt position. In this role, hours will flex beyond a traditional 9 am - 5 pm work day; with time spent between the office, community partner events, evening, and weekend programs hosted both on and offsite.

Major Responsibilities

- Provides day-to-day administrative support, including partnership database management, scheduling, filing, and partner materials management;
- Assists with the development and implementation of collaborative partner programs including, but not limited to: family activities, adult events, lectures, tours, and community meetings, independently and with fellow EPO team members;
- Supports the logistical needs of DHS's Youth Advisory Council, annual youth convenings, youth immersion and leadership development program and Detroit Design 2067. This work is done in collaboration with the Director and supporting staff members;
- Develops at least two new or revised partner programs per quarter, using the *Engage, Reflect, Act* model from the *Detroit 67 Project*, and managing the accompanying budget;

- Supports Director in day-to-day management of the community-based partnerships*¹(when needed), which includes facilitating partner meetings, maintaining ongoing phone and email communication;
- Contributes to Education, Programs & Outreach (EPO Team) & overall Mission Team goals and objectives;
- Supports the planning and logistical efforts to develop a DHS Community Impact Study (launch in Spring 2020);
- Coordinates EPO Volunteer Collateral Distribution Committee;
- Partners with Education and Public Programs to increase community partner engagement in EPO programs;
- Recommends strategies to increase outreach effectiveness, both off-site and onsite;
- Supports outreach and tabling of public events.

Qualifications

- Bachelor's Degree in museum studies, nonprofit management, education, communication or related field required.
- Commitment to diversity, equity and inclusion.
- Proficient computer skills including Office 365 and Google Suite
- Exceptional customer service and communication skills, verbal and written.
- Previous experience working in a museum, nonprofit organization, and educational institution is preferred, but other sector and professional experience considered.
- Knowledge of and experience in special event management, public programs, and/or community engagement is preferred.
- Ability to work in team environment, where day-to-day tasks may involve input and oversight from multiple colleagues.

Please send resume and cover letter to the Director of Community Outreach & Engagement at kalishad@detroithistorical.org no later than Thursday, September 12, 2019.

Please no phone calls.

About DHS:

Stop working and start innovating! This is your opportunity to join a national leader in museum services. The Detroit Historical Society has a 100-year legacy of telling Detroit's stories and why they matter. Most recently, with the 50-year anniversary of the summer of

¹ Community based partnerships are defined as the individuals, groups and organizations that actively commemorate and tell Detroit's unique story in ways that are relevant to a variety of audiences/all ages. They are invited to: Learn about our effort and share their work with us to promote in the community through our communications channels; Host events at the museum , if we have space/capacity; Connect with others in our network.

1967, DHS sought to commemorate the traumatic riots with a sensitive and inclusive narrative. Rather than just create an exhibition, DHS shepherded a community- wide collaborative project. *Detroit 67: Looking Back to Move Forward* captured the story and proved that the Detroit Historical Society is a safe place to convene for difficult conversations.

DHS is an Equal Opportunity Employer and we encourage a diverse pool of candidates to apply.