

Community Engagement Coordinator

General Purpose

The Community Engagement Coordinator works closely with the Executive Director, Development Director, and other members of the staff to promote the museum's programs, communicate with supporters and members of the community at large, and organize museum events. The Community Engagement Coordinator also helps with all forms of public outreach, including monthly electronic newsletters and social media posts. This is a 20 hour/week, part-time position.

Main Job Tasks and Responsibilities

- Produce regular (monthly) updates for Victoria Mansion's electronic newsletter subscribers.
- Help maintain Victoria Mansion's social media presence.
- Assist in the planning and execution of Mansion events, particularly donor stewardship events and Christmas at Victoria Mansion
- Field marketing requests and seek partnership opportunities.

Education and Experience

- BA in liberal arts/humanities, education or history desired
- Experience working with diverse age groups and constituencies
- Experience with design and layout within e-communication platforms (Constant Contact or similar)
- Facility with social media applications

Key Competencies

- Excellent written and verbal communications skills
- Organizing and planning
- Comfortable with technology
- A "team player" with other staff
- Must enjoy working with all age groups
- Ability to tolerate periodic stress