

**NEW JERSEY HISTORICAL COMMISSION
P.O. BOX 305 TRENTON, NJ 08625**

NOTICE OF JOB VACANCY

ISSUE DATE: December 18, 2020

CLOSING DATE: January 8, 2021

DIVISION: New Jersey Historical Commission

SALARY: \$30/hour

TITLE: Program Coordinator

DEFINITION: The New Jersey Historical Commission (NJHC), a state agency dedicated to the advancement of public knowledge and preservation of New Jersey history, seeks a Program Coordinator to help manage the development of programs for an initiative to commemorate the 250th anniversary of the American Revolution, under the direction of the Executive Director. The duties of this position include the following:

- Support the work of planning committees, including the initiative's Steering Committee, Advisory Council, and Working Groups. Assigned tasks will include scheduling meetings, producing meeting minutes, preparing meeting agendas and materials, and coordinating participants.
- Schedule and coordinate listening sessions to gain feedback from diverse communities around the state. This work includes coordination with an outside facilitator and key community contacts, as well as tasks such as scheduling, procuring facilities (if/when in-person gatherings are permitted), and developing promotional materials and outreach strategies.
- Help create and implement professional development programs for public history practitioners statewide, with an emphasis on inclusive history, anti-racism training, and audience-centered planning.
- Attend weekly staff meetings to facilitate communication and smooth program development.
- Undertake general project management tasks, including scheduling meetings, managing schedules, and budget tracking.
- Other duties as assigned.

This is a termed position with funding for up to 940 hours. The work will be concluded by July 1, 2021.

REQUIREMENTS: The Program Coordinator must:

- Possess excellent written and verbal communication skills
- Have proven experience in project management and community engagement
- Have experience with public history programming and best practices in the field
- Exhibit professionalism, the ability to take initiative, and a collaborative work style
- Show strong organizational skills and attention to detail (strategic thinking skills a plus)
- Possess competency with Microsoft Office Suite, social media, and other web-based platforms
- Be able to work remotely, work at the NJHC offices in Trenton when conditions permit, and attend meetings at historic sites or other locations

EDUCATION: The Program Coordinator must have an undergraduate degree in history, public history, historic preservation, library sciences, museum studies, or a related field. An advanced degree in one of these disciplines is preferred.

EXPERIENCE: The Program Coordinator must have experience with developing public history programs and managing projects involving a variety of participants from both inside and outside of the organization. Development of professional development programs, experience in strategic planning, and a background in community engagement are also pertinent to the position.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

OPEN TO: Anyone who meets the requirements stated above.

APPLICANT INFORMATION: Applicants should submit a cover letter and resume by the closing date to Sara Cureton, Executive Director, New Jersey Historical Commission at sara.cureton@sos.nj.gov.

*Responses received after the closing date may be considered if the position is not filled.