

## **The History Project: Documenting LGBTQ+ Boston Program Coordinator Job Description**

Reporting to the Executive Director, the Program Coordinator is responsible for overseeing programmatic and outreach functions in support of The History Project's (THP) mission and strategic goals.

This is a part-time term-limited position, 14 hours per week at \$28 per hour for one year funded by [Mass Humanities' Staffing the Humanities program](#). This is a hybrid position including some in-person meetings and events. Hours per week are predominantly evening and weekend shifts.

### **Essential Job Functions**

- Assist with planning, marketing, conducting, and facilitating programs, in-person and virtually, with Events & Outreach Committee volunteers
- Lead multiple programs each month, in-person and virtually via Zoom - requiring weekend and evening work virtually and in-person
- Research, contact, and negotiate with potential program presenters
- Collect speaker bios, create event descriptions and Eventbrite for tickets/donations
- Announce and promote events via THP's website, social media, and email list
- Set up Zoom meeting invitations and serve as administrator during events to ensure technical needs (recording, chat, and live transcription) are met
- Upload and share recordings on THP's YouTube account
- Follow up with attendees with post-event recordings and surveys
- Collect, compile, and organize data for reporting
- Research and implement program-related revenue streams which may include but are not limited to grants, sponsorships, tickets, or donations
- Attend bi-weekly Events & Outreach Committee meetings
- Perform other duties as requested.

### **Preferred Requirements**

- Knowledge of LGBTQ+ history and issues
- Previous public history interpretation, public speaking, presentation skills or coursework
- Skills to manage public outreach activities, with the ability to engage a range of stakeholders from a diversity of backgrounds and lived experiences
- Experience with planning virtual and in-person programs for diverse audiences, proficiency with Zoom, Eventbrite, YouTube and/or similar platforms
- Outstanding customer service with excellent written and verbal communication skills, must be organized, flexible, detail-oriented
- Ability to work independently and collaboratively with staff and event volunteers

To apply, please send a letter of interest and a copy of your resume to Executive Director Joan Ilacqua at [joan.ilacqua@historyproject.org](mailto:joan.ilacqua@historyproject.org) by January 15, 2024. Please contact Executive Director Joan Ilacqua with any questions at [joan.ilacqua@historyproject.org](mailto:joan.ilacqua@historyproject.org).