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 by January 15, 2024. Please contact Executive Director Joan Ilacqua with any questions at joan.ilacqua@historyproject.org.