PROGRAM COORDINATOR:
OUTREACH & COMMUNITY HISTORY PROGRAM

The Maine Humanities Council is seeking someone exceptional to join our team. Our work environment is collaborative and team-focused. We value a work environment where the ideas, perspectives, and work of all staff members can move us forward. We believe that we are stronger the more fully we see and reflect the diversity of our communities. We work toward equity, accessibility, inclusion, and representation of diverse experiences and perspectives. Our work takes the long view, takes humanity seriously, and requires commitment and delight. We invite you to apply.

While our offices are in Portland, most of the job will be remote work, and we invite candidates from all parts of Maine – particularly from rural areas – to apply. As we continue to expand our reach to all people living in Maine, we are excited to offer programming and opportunities that are accessible to people traditionally underrepresented in the humanities, including people who speak languages other than English, people with disabilities, and people from diverse racial and ethnic backgrounds. We particularly invite candidates with roots and connections in these communities to apply.

We are looking for innovative thinkers to both lead our statewide outreach work and develop and coordinate a new community history program. We are currently inspired by New Jersey Humanities’ Community History program; we would like to find a candidate who could lead the development of a “Maine version” of this program.

Outreach

- Key team member on the Outreach Team to develop strategies for organizational relationship cultivation with new and existing community partners.
- Work with other Outreach Team members to identify communities, regions, and populations where relationship-building efforts can be enhanced.
- Collaborate with other program staff and work teams to incorporate new partners into our programming.
**Community History Program**

- Create and convene outside advisory groups to support the development of a community-based history and storytelling project.
- Implement and coordinate new programming with support from other Program Team members.

**Discussion Project & Maine Speaks**

- Along with other Program Team members, review, plan, and coordinate our Discussion Projects (reading groups) and Maine Speaks programs.

We are excited to read applications from people with a wide range of work and life experiences. The candidate we’d like to hire should possess some combination of the following:

- Deep commitment to serving the people of Maine.
- Proficient computer skills, including Microsoft Office, Google Apps, email, etc.
- Skill at and enthusiasm for deepening engagement with a wide variety of audiences through programs grounded in books, poetry, history, and big ideas.
- Experience or interest in community building, and an energized curiosity about the communities of Maine.
- 5 years' work experience in a collaborative, dynamic work setting.
- Ability to prioritize tasks and keep multiple projects moving forward at the same time.
- Flexibility and a creative approach to problem-solving.
- Excellent written communication skills with an openness to feedback.

Excellent benefits, including health, dental, and vision insurance and generous paid time off. The starting pay range for this position is $49,000-$52,000, depending on experience. Please submit cover letter and resume with contact information for references to info@mainehumanities.org. **Application deadline: Friday, September 22, 2023**