The Alabama Humanities Alliance (AHA) seeks a dedicated and driven Program Coordinator with at least five years related experience for a key role shepherding vital statewide programs that nurture a deeper appreciation of literature, history and culture. AHA, Alabama’s affiliate of the National Endowment for the Humanities, supports programs and initiatives throughout the state that encourage impactful storytelling, lifelong learning and civic engagement.

The Program Coordinator will report to the Executive Director and work collaboratively with the Programs Director and other AHA team members to enhance and expand learning and community-building efforts statewide. The Program Coordinator will be responsible for two major programs, Alabama History Day and PRIME TIME Family Reading, and other existing or newly created programs as assigned. Duties include managing and coordinating program projects and events, collaborating with stakeholders and program participants, and producing outcomes that uplift people and encourage a greater sense of community and shared experiences through the humanities. The Program Coordinator also serves as the chief liaison to the Alliance’s Young Professionals Board.

The position requires a highly organized individual who can manage details, deadlines and budgets – with an ever-present creativity and positivity – to produce exciting and engaging programs that serve Alabamians and advance AHA’s mission.

**Areas of Responsibility**

• Develops and directs assigned AHA programs, including in-person and virtual events, with clearly defined goals and measurable outcomes

• Works collaboratively as part of the AHA team to conceive and initiate new programs to serve Alabamians

• Initiates and builds productive and mutually respectful relationships with partners, volunteers, contractors and program participants

• Develops and monitors budgets to meet programming objectives and ensure fiscal responsibilities aligned with grant-funding compliance requirements

• Creates and manages a calendar and schedule of assigned programs

• Provides training, technical and advisory support to program participants and partner organizations
• Collects data on programs’ performance to effectively assess outcomes, impact and future improvements in programming

• Regularly updates the AHA team on program developments and clearly communicates program status and expectations with stakeholders and participating constituents

• Works with AHA’s Communications Director and related vendors on production of promotional materials, articles, website and social media content and other public-facing program information

• Serves as key adviser to AHA’s Young Professionals Board and assists the volunteer group with its events and initiatives

• Represents AHA and upholds its mission in a professional capacity at the local, regional, state and national level

Requirements

• A passion for the humanities and the enriching role that the humanities play in the life of Alabamians

• Bachelor’s degree or higher and five years related experience in cultural, arts or educational programming and events management in the public or private sector

• The ability to plan, organize and execute multiple programs, with production knowledge of in-person and virtual community-based public events

• Excellent writing, editing and verbal communication skills

• Strong organizational and interpersonal skills to work effectively with partners, volunteers, program participants and the AHA team

• Ingenuity, creativity and innovation in programs and advocacy in support of AHA’s mission

• Strong commitment to working collaboratively with staff, board members, volunteers, donors, program participants, vendors and other stakeholders

Compensation

Competitive salary based on experience and on Alabama Humanities Alliance’s commitment to workplace equity. A strong benefits package is also included. The Alabama Humanities Alliance, with headquarters in Birmingham, does not cover relocation expenses for this Birmingham-based position.

How to Apply

Interested candidates should send a resume and cover letter to aanthony@alabamahumanities.org by March 1.

The Alabama Humanities Alliance (AHA) is an Equal Opportunity Employer. AHA promotes diversity and provides equal employment opportunities without regard to race, color, national origin, ancestry, sex, gender, gender identity, gender expression, religious creed, disability, genetic information, age, marital status, sexual orientation, or military and veteran status. We encourage individuals of all backgrounds to apply.