

ALABAMA HUMANITIES ALLIANCE

Program Coordinator – Alabama History Day/National History Day

The Alabama Humanities Alliance (AHA) seeks a dedicated and driven Program Coordinator with at least 3-5 years related experience for a key role shepherding a vital statewide program that nurtures a deeper appreciation of our history, civics, and diverse cultures. 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 Director of Partnerships and Outcomes, and work collaboratively with the Executive Director and other AHA team members to enhance and expand learning and community-building efforts for the public statewide. The Program Coordinator will have prime responsibility for Alabama History Day/National History Day (AHD/NHD) and lead our ambitious efforts to broaden and diversify participation among students and teachers across the state. AHD/NHD is a year-round learning initiative that requires an active and passionate champion working with AHA's team, NHD staff and colleagues, and other partners and allies to ensure success.

In addition to organizing our annual Alabama History Day event each spring, the Program Coordinator also leads year-round teacher-training workshops; creates events to engage more students in the program; recruits partners and competition judges; and speaks to school administrators, principals, teachers, and parents about the value of AHD/NHD. The Program Coordinator will seek out new allies and work collaboratively to build constructive and lasting partnerships to strengthen AHD/NHD and broaden its reach.

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 Alabama History Day/National History Day initiatives, 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 strategies and tactics to promote AHD/NHD and expand our reach to serve all Alabamians
- Initiates and builds productive and mutually respectful relationships with NHD and other 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 participants
- Works with AHA's Communications Director and related vendors on production of promotional materials, articles, website, social media content, and other public-facing program information
- Represents AHA at public events and upholds its mission in a professional capacity at the local, regional, state, and national levels

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 multifaceted 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
- Ability to travel the state to cultivate relationships with stakeholders, conduct workshops, and carry out events, including the state Alabama History Day competition
- 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 September 9, 2022.

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 identify, 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.

Alabama Humanities Alliance
<https://www.alabamahumanities.org/>