

**Rhode Island Council for the Humanities**

131 Washington Street, Suite 210

Providence, RI 02903

[www.rhumanities.org](http://www.rhumanities.org)



**RHODE ISLAND**  
COUNCIL *for* the HUMANITIES

**POSITION DESCRIPTION**

**TITLE:** Program Coordinator

**HOURS:** Part-time, 20-25 hours/week starting May 2018

**THE ORGANIZATION:**

The Rhode Island Council for the Humanities seeds, supports, and strengthens public history, cultural heritage, civic education, and community engagement by and for all Rhode Islanders. For 45 years, we have cultivated diverse expressions of the humanities through vital and innovative public programs, research, and media projects that have reached millions of people in Rhode Island and beyond. We are a catalyst for engagement with our state’s remarkable history and culture and believe in the power of the humanities community to inspire and improve Rhode Island. The Council was founded in 1973 as an independent state affiliate of the National Endowment for the Humanities. A private nonprofit 501(c)3 organization, the Council is supported by federal and private funds.

**THE ROLE:**

Reporting to the Operations Officer, the Program Coordinator serves as the hub for an energetic and collaborative office, acting as the first point of contact for a range of inquiries by phone, email, and in-person. This position provides support to Humanities Council functions and programs, and keeps the Council running smoothly and efficiently. The Program Coordinator ensures that staff, board, partners, and grantees can collaborate through organized, coordinated efforts.

Specific responsibilities include:

- General Operations:
  - Assist Executive Director, including scheduling, record-keeping and travel, expense reports, and special projects as requested
  - Answer phone inquiries, effectively communicate externally with applicants, grantees, partners, and other key constituencies, and internally with all staff and volunteers
  - Assist in program and special events, including coordinating logistics
  - Provide support for board and committee meetings, including: preparing and distributing agendas and materials, room set up, catering, and meeting scheduling and reminders
  - Maintain office appearance and supplies

- Development and Communications:
  - Enter and maintain records in donor database (eTapestry), process donations, run weekly and monthly reports, process thank-you letters
  - Assist with mailings, including generating mailing lists from database
  - Prepare letters and other communications
  
- Grantmaking:
  - Assist with grants award management
  - Prepare award packets, print forms and materials
  - Create and update grant files by maintaining Grantmaking database (FileMaker)
  - Assist in archiving grants records and materials

Beyond these regular responsibilities, as a small staff with big ambitions, we very often find ourselves in “all hands” mode. There are periodic evening and weekend events. We expect that the person in this position will be an enthusiastic member of our team. Our small size allows us to develop skills and to participate in planning and collaborating beyond individual functional areas. We find this an exciting and rewarding learning environment, and the ideal candidate would see it that way, too.

#### **CANDIDATE PROFILE:**

The successful candidate will have excellent written and oral communication skills and will be highly organized and effective at managing multiple projects and priorities. The candidate will have an associate’s degree or higher, and a minimum of two years of office and administrative experience.

Specific competencies and qualities include:

- Initiative, self-motivation, and follow through.
- Collaboration and team orientation.
- Proficiency with Microsoft Word and Excel, social media, and databases. Experience with FileMaker Pro a plus.
- Experience in a Mac computer environment.
- Excellent time management skills.
- Project management experience.
- Ability to conduct and present research.
- Passion for and commitment to the humanities.

#### **APPLICATION PROCESS:**

The Rhode Island Council for the Humanities is committed to workplace diversity. Salary is based on qualifications and experience. Because the Council has a small, ambitious staff, there are many opportunities for cross-training and teamwork. The Council also offers professional development.

Please send resume and cover letter via email attachment by April 16 to Scott Raker, Operations Officer, at [scott@rihumanities.org](mailto:scott@rihumanities.org), with the subject line: Program Coordinator. No phone calls, please.