



Rhode Island Humanities
131 Washington Street, Suite 210
Providence, RI 02903
www.rihumanities.org

DESCRIPTION

Title: Engagement Coordinator - *United We Stand* (UWS)

Department: Engagement

Hours: 20 hours/week from January - October 2024 (10 months), part-time, temporary

Job location: Remote/Hybrid/In-person

Reports to: Associate Director of Engagement

Direct Reports: N/A

Compensation: \$24,000

Job Summary:

The Engagement Coordinator for the *United We Stand: Connecting through Culture* initiative will work with RI Humanities staff, initiative partners, and community stakeholders to build empathy and combat hate-based violence through digital humanities resources. This role is responsible for overseeing the activation of the *Rhode Tour* smartphone app and website to deepen public understanding of and contextualize community, state, and national history. *Rhode Tour*, a partnership of RI Humanities and the Rhode Island Historical Society, uses the Curatescape platform, combining mapping, multimedia, and place-based storytelling to make Rhode Island history accessible, vital, and thematically connected. This RI Humanities project is part of *United We Stand: Connecting through Culture*, an initiative of the National Endowment for the Humanities to support local programming that helps communities counter the destructive effects of hate-fueled violence on our democracy and public safety.

Under the direction of the Associate Director of Engagement, the Engagement Coordinator will work with partners, scholars, and community content developers to expand existing *Rhode Tour* content as well as create material for a new online tour related to *United We Stand's* broader themes of interpreting histories of violence and conflict, cross-cultural understanding, and stories of resilience. The Engagement Coordinator will produce and oversee social media and community-led events promoting the humanities as a tool for civic health through the activation of new Rhode Tour content centered on *United We Stand* themes. The Engagement Coordinator will support community-led events, engagement with tourism and education partners, and development of associated educator resources that commemorate conflict, connect to current struggles, and inspire a sense of belonging.

As a member of the RI Humanities team, the Engagement Coordinator will also be responsible for weekly and monthly general engagement tasks such as drafting and scheduling the bi-monthly *Humanities in Context* e-newsletter and scheduling general RI Humanities social media content.

Essential Job Duties:

- Coordinate the activities of the *United We Stand: Connecting through Culture* initiative under the supervision of the Associate Director of Engagement and in collaboration with other RI Humanities staff.
- Organize and facilitate meetings with partners including but not limited to RI Historical Society and education and tourism partners; community stakeholders; and paid community content developers in collaboration with RI Humanities staff.
- Implement the visioning, planning, development and launching of new tour(s) on the Rhode Tour platform that activates and connects UWS themes.
- Support the design, coordination, promotion, and documentation of community-led events in late September 2024 that engage new audiences and result in meaningful connections among participants and with RI Humanities.
- Coordinate all *UWS* related communications needs in collaboration with the Associate Director of Engagement – including but not limited to: social media, email marketing, print.
- Support general RI Humanities communications needs as determined by Associate Director of Engagement – including but not limited to: drafting and scheduling bi-monthly *Humanities in Context* e-newsletter and general RI Humanities social media content.

Supervisory Responsibilities:

- No direct reports.
- As needed, volunteer coordination and management for event purposes.

CANDIDATE PROFILE:

Specific Skills and Qualifications include:

Public Humanities / Community Engagement

- At least two years of experience (employment &/or internship) in community engagement and event management and/or public history / history curation / public humanities programming.
- A holistic understanding of issues of equity in community engagement efforts.
- Commitment to involving, promoting, and respecting participants from a variety of backgrounds and perspectives.

Technology

- Experience with back-end management of websites (Wordpress) &/or other digital platforms such as Curatescape or Omeka.
- Experience with email marketing platforms (Constant Contact).
- Comfortable with digital project management tools such as Monday.com & Google Workspace.
- Basic graphic design skills - comfortable with Canva.
- Willingness and ability to learn new technology skills and problem solve.

Administration and Communications

- Organized, detail-oriented, and thorough.
- Proven time management and project management skills; ability to meet multiple deadlines in a fast-paced work environment.
- Ability to take initiative, be creative, and work independently.
- Comfortable with coordination and facilitation of remote, hybrid, and in-person meetings.
- Thrives in a collaborative environment; works well in small groups.
- Excellent internal and external communication skills in English.
- Content development and editing experience.

Education

- Associate's degree (A.A.) or equivalent combination of education and experience.

Physical Demands & Work Environment:

- This job will require occasional travel within Rhode Island.
- COVID-19 vaccination required, unless with a necessary exemption due to medical reasons or a sincerely held religious belief.
- The RI Humanities office in downtown Providence may be used by the Engagement Coordinator during work hours &/or for small gatherings of stakeholders and partners.

Compensation and Work Expectations:

The Engagement Coordinator will begin work in mid January 2024 with a schedule of 20 hours per week, through October 2024. The launch of UWS Rhode Tour(s) and associated event(s) will be between August - early October 2024. On average, the role is expected to spend 70% of time on UWS and 30% of time on general engagement/communications support.

The majority of work will be conducted remotely; however there will be some in-person meetings. Some event-related work will require visiting venues in person, meeting with vendors, and working with staff &/or partners the day of event(s). Any in-person activities will strictly adhere to the RI Humanities' COVID-19 guidelines which align with Center for Disease Control and Prevention as well as Rhode Island Department of Health recommendations.

Salary for this temporary 10-month, 20-hour-per-week position is \$24,000. The position will also include paid time off for holidays that fall during the employment term as well as eight vacation days and five sick/personal days.

APPLICATION PROCESS:

Please send resume and cover letter via email attachment by **Monday, December 4, 2023 at 11:59 pm EST** to Scott Raker, Associate Director of Operations, at scott@rihumanities.org, with the subject line: Engagement Coordinator. No phone calls, please.

THE ORGANIZATION:

Rhode Island Humanities seeds, supports, and strengthens public history, cultural heritage, civic education, and community engagement by and for all Rhode Islanders. For 50 years, we have cultivated diverse expressions of the public 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. RI Humanities was founded in 1973 as an independent state affiliate of the National Endowment for the Humanities. A private nonprofit 501(c)3 organization, RI Humanities is supported by federal and private funds.

Rhode Island Humanities is committed to workplace diversity and seeks candidates who represent the diversity of the state, including but not limited to age, national origin, sexual orientation, race, ethnicity, gender, disability, cultural background, and socioeconomic class.