



JOB DESCRIPTION

January 2020

JOB TITLE: Program Coordinator

PAY RANGE: \$32,000 to \$39,000 per annum

JOB SUMMARY: The Program Officer coordinates the day-to-day activities of the Northern Marianas Humanities Council's public humanities programs and supports the Executive Director in developing and evaluating those programs.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Manage a variety of public humanities programs (in-person and online), and participate in fundraising, budgeting, publicity, and evaluation for those programs.
2. Support the Executive Director with the development, implementation, and evaluation of new programs with an emphasis on developing humanities projects for Tinian and Rota.
3. Maintain and develop relationships with current and prospective presenters, facilitators, partner organizations, and the general public.
4. Effectively deliver programs to our existing constituency, while also broadening our audience to reach residents of all backgrounds, abilities, and interests.
5. Independently provide administrative guidance, technical assistance, content advice, and answers to program participants and presenters, with complete knowledge of Northern Marianas Humanities Council's mission, goals, guidelines, and protocol.
6. Represent the Northern Marianas Humanities Council and its interests to stakeholders at outside events and conferences as requested.
7. Assist with maintaining website content and promoting community engagement and participation in Council programs through a variety of strategies and media platforms.
8. Assist with coordinating the Council's external communications, to include managing an event calendar, announcements and a monthly e-newsletter.
9. Assist with scheduling and documenting meetings, preparing materials, and maintaining records for the Board.
10. Attend and provide assistance at events.

KEY SKILLS & ATTRIBUTES:

- ✓ Demonstrates cultural competencies and inclusiveness in communications and implementing programming and administrative processes;
- ✓ Effective at prioritizing and undertaking multiple, diverse activities and programs;
- ✓ Flexibility and willingness to respond to stakeholders and special assignments to meet project goals and organizational needs.

- ✓ Reflects on program effectiveness and identifies and analyzes potential issues and areas for improvement.
- ✓ Works effectively as a team leader, as well as a member of a team in a collaborative environment.
- ✓ Displays exceptional organizational skills and attention to detail.
- ✓ Employs effective written and oral communication skills.

QUALIFICATIONS:

Required:

- ✓ Associate's degree from a U.S. accredited institution.
- ✓ Two years of experience in program and event planning, implementation, and evaluation.
- ✓ Relevant experience marketing content and activities on social media.
- ✓ Must be able to work both collaboratively and independently.
- ✓ Excellent English writing and speaking skills.
- ✓ Interest in the humanities and commitment to Northern Marianas Humanities Council's work and mission.

Preferred:

- ✓ A bachelor's degree from a U.S. accredited institution in the humanities.
- ✓ Experience in managing and delivering virtual programs.
- ✓ Familiarity with NMI cultural history.
- ✓ Donor and stakeholder development and fundraising experience.

The Northern Marianas Humanities Council is an equal opportunity employer.

The mission of the Council is to navigate and explore the human experiences of the indigenous and diverse peoples of the Commonwealth by enriching their lives through research, dialogue, programs, and publications.

Visit www.nmhcouncil.org to learn more about the Council and its programs.

HOW TO APPLY:

Interested individuals are invited to send an application package including: (1) Letter of Interest; (2) detailed resume; (3) a recent writing sample (500 words; preferably on a humanities topic); (4) a portfolio of programs coordinated and promotions on social media; (5) Two Letters of Recommendations; and (6) names and phone contact of three references to Leo Pangelinan, Executive Director, Northern Marianas Humanities Council, PO Box 506437, Saipan, MP 96950. Complete application packages must be received by Council staff on or before 4:00 p.m. on Saturday, January 30, 2020. For more information about this employment opportunity please contact Council staff at 235-4785.