

PROGRAMS COORDINATOR

JOB DESCRIPTION

The Programs Coordinator implements public humanities programs and events for Arizona Humanities (AH). Responsibilities include the development, planning, and administration of humanities programming. This position works closely with the Programs Manager, staff, and board of directors. The Program Coordinator assists with outreach and advocacy to further AH's mission to promote the public humanities in Arizona. The position reports directly to the Programs Manager.

PROGRAM COORDINATION

- Organize and administer daily tasks of assigned programs and events. Maintain event timelines and calendars.
- Assist with program logistics, including setup, staging, and coordination of speakers, staff, and volunteers.
- Assist in program and events communications. Answer questions and provide technical assistance to program partners, hosts, scholars, and the public.
- Assist in the development and maintenance of marketing, print, social media, and website materials.
- Recruit program participants and monitor participation and feedback to maximize accessibility.

FISCAL MANAGEMENT

- Assist with the preparation of budgets and reports. Monitor program expenditures to stay within budget.
- Comply with policies and procedures governing program partnerships, eligibility, cost share, and conflicts of interest.
- Complete paperwork required for funding distribution and reimbursements, including expense reports and invoicing.

GENERAL OPERATIONS

- Assist with humanities advocacy to generate knowledge of and support for the humanities.

- Maintain mail/e-mail lists and complete data entry and recordkeeping as necessary for periodic internal and external reporting.
- Other duties and responsibilities as assigned.

SKILLS AND QUALIFICATIONS

- Knowledge of and commitment to the humanities. Culturally competent and ethical professional committed to honoring diverse experiences, cultures, and perspectives.
- Bachelor's degree and minimum of 2-3 years demonstrated experience in program/events development, implementation, and coordination.
- Strong organization and time management skills. Ability to work independently and as an enthusiastic and supportive team member. Willing to ask questions, learn, and constructively share feedback.
- Outstanding interpersonal, written, and oral communication skills. High attention to detail. Bilingual a plus.
- Proficient with cloud applications (Microsoft Office 365), social/virtual media platforms (Facebook, Instagram, Zoom), website interface (WordPress), and marketing applications (Constant Contact, Canva, Adobe).

SALARY AND BENEFITS

Benefits include health insurance, retirement plan, observance of federal holidays, and paid time off. Salary range \$40-45K DOE. Arizona Humanities strives to achieve excellence through a diverse, equitable, and inclusive work environment. Please e-mail your resume and cover letter including three references to Brenda Thomson, Executive Director: bthomson@azhumanities.org Position open until filled. Qualified individuals should apply now.