



Title: Community Engagement Coordinator
Division: Learning and Engagement
Supervisor: Chief Learning and Engagement Officer

POSITION SUMMARY:

Reporting to the Chief Learning and Engagement Officer (CLEO) and working closely with staff throughout the organization, the Community Engagement Coordinator will engage various audiences with dynamic ways of interacting with the Historical Society of Pennsylvania (HSP) and its collections. In partnership with the CLEO, they identify and cultivate relationships with external public and community history organizations and scholars with the goal of expanding engagement with HSP's collections. This engagement takes the form of programs, workshops, digital content and document displays, with a content focus on underrepresented histories of indigenous people, people of color, people in the LGBTQ community, and various ethnic groups that make up the City of Philadelphia and the Commonwealth of Pennsylvania.

A primary focus for this position is the coordination of a weeklong, summer undergraduate experience in August 2024 to introduce students to archive research-based public history. This position is a fulltime, temporary position funded for 12 months. HSP is hosting it in the context of its 200th anniversary in 2024 and in preparation for the anniversary in 2025 of the Pennsylvania Abolition Society, whose papers are held at HSP.

SPECIFIC RESPONSIBILITIES:

Programs and Engagement

- Collaborating with Learning and Engagement colleagues, other staff, and external stakeholders and partners in program design, development, implementation, and evaluation for a robust schedule of public programs;
 - Identify and research potential speakers and partners; initiate communications; manage vendor and speaker payments; and foster the relationship through and beyond program execution.
 - Coordinate program registration and communication logistics across multiple platforms and applications. Gather feedback and data for program evaluation.
 - Participate in programs and events, and assist with logistics (Zoom hosting for virtual; audio/video set-up, registration, coordination with caterers and other vendors for onsite).
- Support digital engagement initiatives to share content from HSP's collections in a number of formats: social media, blogs, video
 - Undertake research in HSP's collections on topics related to under-represented narratives
 - Write and share content for appropriate formats
- Contribute to cross-institutional strategic initiatives involving programming and audiences.

Undergraduate engagement

- Collaborating with Learning and Engagement colleagues, design and implement an undergraduate public history summer academy



- Assist with recruitment of applicants from local college and universities; coordinate communication with applicants and organize applicant review committee.
- Coordinate advisory committee meetings and communications.
- Participate in design of all learning activities for summer academy – external site visits with partners, speaker engagement, and internal research workshops with staff.
- Prepare and distribute communications with cohort of academy fellows; answer questions, troubleshoot concerns; advocate for and mentor fellows.
- Coordinate logistics for weeklong summer academy – prepare materials, communicate with internal participants and mentors, arrange program needs, coordinate transportation as needed.
- Participate in design of evaluation; collect and assess feedback from summer academy participants, external partners, and staff mentors.
- Support Year-Long Fellow in research and implementation of public history project with external partners. Coordinate placement and oversee Fellow's work with a staff mentor
- Support engagement with undergraduate students researching at HSP through HSP-Penn Alliance. Develop and execute initiatives to share student research for a public audience.

Other

- Serve as a member of Events Committee; participate in programs and events across institution as needed

REQUIREMENTS:

Three years' experience in public history position with public-facing responsibilities, demanding strong audience-centered communication skills. Demonstrated research and interpretation experience and skill in professional and/or academic role with emphasis on under-represented historical communities, particularly those of racial, ethnic, or gender/sexuality minorities. B.A. Degree or equivalent study in humanities field. Familiarity with undergraduate student services. Facility with digital communications.

DESIRED SKILLS:

Experience in a student service position.

STATUS: Full-time Exempt

SCHEDULE: M-F, 9-5 with occasional weekday evenings

SALARY: \$42,000 includes benefits

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; sit; and talk and hear. The employee frequently is required to use hands to handle or feel objects, tools or controls; reach with hands or arm; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25



pounds. Specific vision abilities required by this job include close vision, distance, color vision and depth perception.

To Apply: Please send as attachments a letter of interest and a resume to the attention of the Justina Barrett, Chief Learning and Engagement Officer at jbarrett@hsp.org. Include in the subject line: **Community Engagement Coordinator**. Candidates should be prepared to provide contact information for three professional references, if requested.

Deadline: February 15.

ABOUT THE ORGANIZATION: The Historical Society of Pennsylvania (HSP) commemorates its 200th birthday in 2024! Since our founding, we have collected and preserved an astonishing array of documents that bring the people of the past into conversation with us today. We enter our third century eager to invite you to find yourself in history. To connect with the past and make meaningful discoveries about who you are and who we are together. Join us in this endeavor to explore our shared American history. Learn more at hsp.org/200.