



## Position Opening – Program Coordinator

Are you an energetic, creative, and organized individual with a passion for the humanities? Do you want to help build stronger communities, bring people together to talk about big ideas, and create opportunities to explore the world through history, literature, ethics, and more? Use your skills and experience to bring life-changing experiences to citizens of the Granite State and beyond by joining our small yet mighty organization on a big mission as we enter our 50th year!

The New Hampshire Humanities team is looking for a thoughtful, proactive, and responsible individual to join our dynamic, dedicated program team and coordinate all aspects of our programs.

**About the Organization:** New Hampshire Humanities supports community organizations, entertains challenging topics, and engages all people in New Hampshire through public programming and grant opportunities for cultural nonprofits. We believe that the humanities strengthen our communities, our state, and our nation by forging connections between people and deepening our understanding of the world around us. Engagement with the humanities is critical to understanding the democratic process, our thinking, and each other, as we strive to enrich the lives of all people in New Hampshire.

**Position Summary:** The Program Coordinator is an essential member of the program team who provides programmatic and administrative support to ensure NHH programs are accessible, organized, and impactful. The Program Coordinator will understand and coordinate all aspects of our programming, from internal and external communications, coordination between departments, and logistics to record keeping and data entry. This position is full-time and offers diverse responsibilities and the opportunity to grow within the organization.

### Essential Functions of the Position:

- Assist with planning and coordination of all NHH programs, including supporting external partners with events supported by NHH
- Coordinate communications between staff, program speakers and facilitators, host sites, and other program stakeholders
- Coordinate program communications with marketing staff, including creating content for newsletters, website, and publications
- Coordinate the use of materials and technology for program operations, such as books, video conferencing technology, presentation software, and other communications technologies
- Coordinate with program team members to keep programs on schedule, within stated budgets, and functioning smoothly
- Provide administrative support to Program Director
- Work with program staff to support grantees, partners, and council-conducted programs through planning, administration, and evaluation
- Responsible for maintaining accurate and up-to-date documentation and records of programs and grants, including managing program dashboards
- Responsible for entry and maintenance of program data, evaluations, and program results
- Assist staff with pulling program data/reports when requested

- Under the direction of the Program Director, prepare contracts/award letters, payment schedules, track reporting and event information from grantees, speakers and partners, review reports, track outcomes
- Communicate with grantees throughout the grant period, remain apprised of project statuses, and update the Program Director as necessary
- Provide onsite and remote logistics and coordination support for events
- Assist with coordinating and attending public programming for in-person, hybrid, and virtual events, as requested
- Support cross-departmental initiatives, including CRM integration and implementation of strategic plan
- Document and develop procedures for program administration, reporting, and evaluation
- Participate in Program Committee meetings, as needed, and assist with scheduling and preparing agendas
- Perform other duties and projects as assigned by Executive Director and Program Director

**Candidate Requirements:**

- Passion for the mission and work of New Hampshire Humanities
- Education: Bachelor's degree in a humanities field
- Experience in project management and/or event planning/administrative role
- Strong computer skills, proficiency in Microsoft Office including database experience and comfort with learning new technology, experience with a CRM system is desired
- Working knowledge of various social media platforms, and ability to learn other programs and platforms
- Willingness and ability to travel statewide and attend off-hours events as required

**Essential Skills and Experience:**

- Excellent interpersonal communication and writing skills
- Demonstrated ability to prioritize tasks, solve problems, and think critically while maintaining attention to detail
- Demonstrated ability to manage multiple ongoing projects and balance competing deadlines
- Experience working collaboratively with other colleagues

**Full-time/Part-time:** This is a full-time, (40 hours) salaried position with a flexible schedule to accommodate occasional evening events.

**Compensation & Benefits:** Salary range is \$45,000 - \$50,000 commensurate with experience. We offer an excellent benefit package including paid time off, generous health and dental insurance benefits with family coverage available, 5% retirement contribution, and more.

**Work location:** Office is located in Concord, NH; staff have the opportunity to work remotely during the week but are required to work in the office 2-3 days per week.

**How to Apply:** Applications must apply through Workable, <https://apply.workable.com/nhhumanities/>. All applications must include a resume and cover letter expressing your interest in the position and your view on why the humanities matter. **Applications without a cover letter will not be accepted.** No phone call please.

**Deadline:** Applications will be accepted until the position is filled.