



## Position Announcement

New Hampshire Humanities (NHH) strives to connect all people in New Hampshire with inspiring and challenging ideas of the human experience. We harness the power of the humanities by offering programs, grants, opportunities for lifelong learning, and fostering civic engagement and discourse. We are a small team that succeeds through meaningful contributions from all staff.

### Job summary:

We are seeking an energetic, organized individual to support our program and grant managers. This position offers diverse responsibilities and the ability to grow within the organization.

**Job Title:** Program Coordinator  
**Part-time:** 16-20 hours per week  
**Pay Rate:** \$16-20/hour commensurate w/experience  
**Location:** Concord and remote

### Job responsibilities:

- Provide administrative support to program and grant managers
- Assist with planning and coordination of programs and their activities
- Coordinate communications between staff, program speakers and facilitators, host sites and other program stakeholders
- Coordinate program communications with marketing staff
- Coordinate the use of materials and technology for program operations, such as books, video conferencing technology, presentation software and other communications technologies
- Create and maintain program records and reports
- Team with program managers to keep programs on schedule, within stated budgets and functioning smoothly

### Job Requirements:

The ideal candidate will have:

- Excellent interpersonal communication and writing skills
- Demonstrated ability to prioritize tasks, solve problems, and think critically
- 2-3 years' experience in project management
- Bachelor's degree in a humanities field or 3 years' experience with literacy programs in humanities-related organization
- Strong computer skills, proficiency in Microsoft Office including database experience and comfort with learning new technology, Raiser's Edge experience a plus
- 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

**Deadline for applying:** October 29

Apply by submitting your resume and cover letter to [ledelmann@nhhumanities.org](mailto:ledelmann@nhhumanities.org). No phone calls, please.