

African American Museum of Iowa

JOB DESCRIPTION

Community Outreach Coordinator

Overview

This part-time position (up to 15-18 hours/ week) reports to the Museum Educator to assist in the creation and implementation of high-quality, mission-centered programming for all ages. The Community Outreach Coordinator is responsible for assistance in event planning (Juneteenth, History Makers Gala) and educational programming. This position is also responsible for assisting with public program development and execution, maintaining collaborative relationships with other Museum departments on a variety of projects, and some administrative duties. Some travel and evening/weekend work is required. This position pays \$15/hour.

Position Impact

The Community Outreach Coordinator helps educate audiences of all ages and backgrounds across Iowa on the wealth of important historical and cultural information found at the African American Museum of Iowa. This position allows for the museum to maintain its statewide efforts and connections with existing organizations and donors through collaborative programs and large events. They ensure engaging visitor experiences at group presentations and guided tours as well as valuable patron experiences through the AAMI's traveling resources. The learned outcomes from these experiences foster a stronger, more aware community and can lead to increased membership, volunteerism, and even financial support for the AAMI.

Qualifications

A two-year college degree in Community Relations, Tourism, Hospitality, Education, or related is preferred. Equivalent experience working in a formal or informal education setting will be considered. Candidates with lived experience are encouraged to apply. Previous knowledge of museum, education, or event planning practices is preferred, but willingness to train in those fields is required. The ideal candidate should be organized, self-motivated, and creative. The candidate should have an enthusiastic and welcoming personality, a positive attitude, the ability to relate to all groups of people, and the ability to present historic content in an engaging manner. Strong computer knowledge (Microsoft Suite, Google Suite, Internet, etc.) and reliable transportation is required.

Responsibilities

- Schedule and execute guided tours and field trips to the AAMI's exhibits.
- Schedule, prepare, and execute educational group presentations and youth workshops in partnership with the Museum Educator.
- In collaboration with the Administrative Coordinator, assist in scheduling traveling exhibits and traveling trunk reservations and coordinate timely shipping and/or pick up and drop off.
- Lead in the logistical planning and execution of Juneteenth Festival and History Makers Gala with the Museum Educator (and Development Director).
- Serve as core contact for community organizations
- Other duties as assigned.

How to Apply

Please send a cover letter, resume, and three references to search@blackiowa.org. This position is open until filled. For more information about the Museum, visit our website at blackiowa.org. Please direct questions to search@blackiowa.org.