

Job Description
CANDLES Holocaust Museum and Education Center

Program Coordinator

Supervised By: Deputy Director
FLSA Status: Exempt/Regular/Full-Time
Effective Date: January 2017

Position Summary

Responsible for program development, implementation, and coordination, as well as collections management, for the organization.

Essential Duties/Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ensure an exceptional level of service and regard for each of our constituents, fellow staff members, and volunteers (the most important job of every staff member).
- Work with Deputy Director and Program Committee to develop and implement programs, exhibits, public events, and museum planning.
- Help to recruit and train docents.
- Coordinate development of educational curricula and promotion of curricular materials.
- Oversee preservation and presentation of the CANDLES collection per the CANDLES Collection Management Policy.
- Develop and manage Youth Board programs and meetings.
- Engage in messaging with various constituent groups: students, educators, community members, medical researchers, elected officials, victims of trauma, museum members/donors, museum board and staff.
- Help to create audio visual media, including print publications, signage, and video.
- Compose and edit content for promotional materials and emails.
- Interface and build relationships with media members and maintain media database.
- Assist with documentation of CANDLES events (photography, video recording, Skype calls, etc.).
- Help to maintain website and coordinate website content with staff and volunteers.
- Recruit, orient, and supervise volunteers as needed.
- Assist in donor cultivation.
- Identify sources of grant funding for programs.
- Establish and maintain effective working relationships with members of the community representatives of funding sources, and similar persons and organizations
- Assist in custodial duties as needed.

Minimum Qualifications/Requirements

- Bachelor's degree in marketing, communications, business administration, art, or a related field. Advanced education preferred.
- Knowledge and skills in personnel management, policy development, implementation, and evaluation
- Skills in management, organization, problem-solving, and leadership
- Interpersonal skills, public relations skills
- Knowledge and skills in business procedures and business communication
- Computer skills in Microsoft Office
- Graphic design skills
- Strong written and oral communication skills
- Strong attention to detail
- Willingness to use personal transportation in work capacity

Certificates, Licenses, Registrations

None

Physical Demands

- Prolonged periods of sitting at desk and standing at events.
- Ability to lift 50 lbs.

Work Environment

Job-related activities are performed in administrative area with primary focus being staff driven. There are some civic duties that indirectly and directly relate to promoting the organization. Professional attire must be worn during working hours. Travel is required to fulfill responsibilities. Error in judgment can have a dramatic effect on the organization.

Conditions of Employment

- Completion of a pre-employment drug screening and completion of post-employment drug or alcohol tests upon reasonable suspicion of use
- Completion of center-wide orientation and ALL required paperwork prior to reporting for work
- Attendance at all mandatory staff development and training
- Successful completion of six month on-the-job orientation period
- Satisfactory reference and background investigation checks

Job descriptions are not intended, and should not be construed, to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job. They are meant to be accurate reflections of the principal job elements essential for making fair pay decisions about jobs.

_____ Job description is accurate _____ Job description should be updated

Employee Signature/Date _____

Supervisor Signature/Date _____