



Job Title: Program Coordinator

Status: Full Time, Exempt

Reports To: Program Director

Position Description: The Program Coordinator assists the Program Director with all aspects of planning and implementing API's youth and community programs. The Program Coordinator reports directly to the Program Director. This is a full-time, exempt position with benefits including vacation, sick leave, and health and retirement plan access.

Major Areas of Responsibility:

- Assist in planning and implementation of all youth and community programs, with primary responsibility for youth programming with external partners such as schools and Girls Scouts
- Deliver API programs, primarily youth-focused but also to community audiences as required
- Assist with public visitation, leading tours when Museum Assistant is unavailable
- Represent API with local, regional, and national stakeholders and collaborators
- Works with assistants, coordinators, and volunteers to assure successful program delivery
- Support Girls Leadership Council planning and implementation, with primary responsibility for record-keeping and day-to-day correspondence
- Maintain accurate records of attendance for all programs, collecting demographic, quantitative, and qualitative information on API programs
- Contribute content for website, social media, e-newsletter, and other API communications
- Support API events and program logistics as needed
- All other duties as assigned

Job Requirements:

- Comfort using or learning technology to execute job requirements, including Microsoft products, Google Suite, Zoom, and MailChimp
- Valid driver's license and reliable transportation
- Willingness and capability for public speaking and networking in various contexts
- Ability to climb stairs, lift and carry 25 pounds
- Strong organizational skills
- Ability to maintain a positive attitude when communicating with API stakeholders and program participants

Qualifications:

- 2-3 years of programming or educational experience with youth
- Bachelor's degree desired. Experience with youth and programming may be acceptable substitute; frontline customer service experience is also relevant
- Strong written and oral communication skills
- Interest in women's history, particularly the American suffrage movement, and contemporary issues relating to women+ and girls

Working Conditions:

This position requires the ability to work independently and with focus in a dynamic and collaborative office environment. Staff members have personal desks in shared offices on the 2nd floor of the historic building. Telework is permitted as job requirements allow; specific arrangements can be discussed with the Program Director. While much of our program delivery and community outreach is currently happening virtually, as pandemic conditions continue to ease we anticipate that the Program Coordinator will represent API at onsite and offsite programs and events. This job requires some evening and weekend availability to accommodate programming schedules.

How to Apply:

Send a resume and cover letter to programs@alicepaul.org by November 7, 2021.

Research suggests that women and Indigenous, Black, Asian, Pacific Islanders, other persons of color, and individuals with differing abilities are less likely than men and white job-seekers to apply for positions unless they are confident they meet 100% of the listed qualifications. We strongly encourage all interested individuals to apply, and allow us to evaluate the knowledge, skills, and abilities that you demonstrate using an intentional equity lens.