



Program and Outreach Coordinator

Utah Humanities (UH) seeks a full-time Program and Outreach Coordinator.

Job Description

This is a full-time salaried position with benefits that will be responsible for coordinating outreach efforts and providing support for UH's program staff. With a collaborative environment and opportunities for varied and interesting work, this position is perfect for a detail-oriented and organized professional with a self-motivated attitude and a passion for the humanities. The duties of this position could be performed remotely, with the ideal candidate living off the Wasatch Front to assist UH in better reaching rural partners and communities. Travel and some weekend and evening availability is expected. Flexible hours. Utah Humanities is an equal opportunity employer.

\$45,000 annual salary with benefits, flexible hours.

Responsibilities include but are not limited to:

Program Staff Support:

- Standardize and coordinate common elements of program work
- Develop and implement new processes to foster collaboration and consistency between programs
- Manage deadlines for program planning, evaluation, and reporting
- Coordinate meetings (create agendas, send reminders, take notes, capture assignments, etc.)
- Assist with writing/collecting program content for UH monthly e-news and annual report

Outreach Coordination:

- Nurture existing and establish new relationships with organizations and individuals involved in cultural programming throughout the state
- Coordinate outreach processes and efforts to increase visibility in target communities
- Develop systems for outreach efforts and tracking
- Research new avenues to reach target audiences
- Travel to represent UH at conferences/festivals/events, especially in rural communities
- Assist with capturing photo/videos at events

Qualifications:

Required

- A minimum of a Bachelor's degree or the equivalent combination of education, training, and experience in the humanities
- Skilled in program administration including design, coordination, and evaluation with the ability to prioritize projects and manage resources effectively
- Knowledge of the history, geography, and culture of Utah
- A demonstrated interest in and/or experience working with audiences and participants of widely varied social, demographic, and educational backgrounds

- Dynamic and articulate communicator with strong interpersonal skills
- Self-motivation and ability to work both independently and cooperatively
- Knowledge of and hands-on experience with Microsoft Office Suite
- Demonstrated experience and skill with relational databases (preferably FileMaker)
- Familiarity with standard office equipment and technology
- Creativity and analytical thinking with strong problem-solving skills
- Highly organized with a strong attention to detail and reliability
- Ability and willingness to travel around the state in support of UH's work and flexibility to work some evenings and weekends (note: reimbursement is provided for travel)

Desirable

- Written and spoken fluency in both Spanish and English
- Nonprofit administration experience
- Experience working with nonprofit boards
- Reside off the Wasatch Front

To apply: combine the following in one PDF document and email to graham@utahhumanities.org: 1) a letter of application addressing your qualifications in the areas listed above, 2) a current resume, and 3) contact information for three references familiar with your work. **Incomplete applications will not be considered.**

Immediate start date, position will be open until filled. Priority will be given to applications received before March 15, 2022. **No phone calls, please.**

Utah Humanities is a 501(c)(3) nonprofit with a statewide mission to empower Utahns to improve their communities through active engagement in the humanities. (<https://utahhumanities.org>). We encourage applications from candidates with diverse backgrounds, particularly those from historically underrepresented groups, whose professional and personal experiences will help us invite diverse perspectives.