



OHIO HISTORY CONNECTION JOB VACANCY POSTING

**The Ohio History Connection's mission is to
Spark discovery of Ohio's stories.
*Embrace the present, share the past and transform the future.***

Project Coordinator, World Heritage

Working with a diverse group of stakeholders, this position will coordinate and execute the World Heritage nomination process (more information is available online at worldheritageohio.org). This includes managing the project goals and requirements, collaborating with stakeholders, managing the project schedule and budget. This position will regularly communicate with stakeholders and report to the Director of Community and Government Relations.

Essential Duties and Responsibilities:

- Facilitates and helps the World Heritage Steering Committee organize the Hopewell Ceremonial Earthworks nomination to achieve World Heritage inscription.
- Coordinates meetings, facilitates communications and conducts outreach on behalf of the World Heritage Steering Committee.
- Assists World Heritage Steering Committee members with activities relating to fundraising, government relations and public engagement.
- Represents World Heritage Ohio at some public events, conferences and other meetings as appropriate.
- Contributes to World Heritage Ohio's website, blog and social media as appropriate.
- Other duties as assigned by the Director of Community & Government Relations.

Supervisory Responsibilities

May periodically supervise and/or assist volunteers.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this posting are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions.

Education and Experience:

Bachelor's degree required, master's degree preferred, in public administration, history, international relations, political science, education, or related field. Seeking candidate with experience with project management, museums, nonprofits, and/or cultural institutions with proven ability to motivate people and to organize and execute complicated public outreach activities. Minimum 5 years professional experience in high visibility positions representing arts, cultural, history, or other nonprofit or public institutions.



OHIO HISTORY CONNECTION JOB VACANCY POSTING

Personal Attributes:

- Able to effectively work with multiple stakeholders and manage competing priorities with minimal supervision.
- Strong interpersonal and writing skills.
- Self-directed and flexible.
- Effective organizational skills.
- Even-tempered in moments of stress.
- Resourcefulness and takes initiative.
- Problem solving and decision making, including discernment regarding what requires elevation to supervisor.

Language Skills:

Skills and abilities that allow for effective communication with business and community interests, the general public, and history and cultural professionals.

Mathematical Skills:

Requires some budget preparation and monitoring abilities, including ability to calculate complex figures.

Technical Skills:

Excellent computer skills. Working knowledge of MS Office products; full understanding of instructional technologies and their underlying theory.

Reasoning Ability:

Requires high reasoning ability to define problems, collect and analyze data, establish facts, and draw valid conclusions.

Work Environment:

Work is performed in a normal office environment, but the position requires travel to communities across Ohio and attendance at events, meetings, workshops, or planning sessions.

Note:

Salary: \$43,000 - \$47,000. All interested applicants should submit a professional cover letter and resume to: applicant@ohiohistory.org or fax to Human Resources at 614-297-2293.