

FLINT CULTURAL CENTER CORPORATION

601 E Second Street
Flint, MI 48503

Job Title: Community Relations Specialist
Location: Sloan Museum of Discovery and Longway Planetarium
Reports To: Community Engagement Coordinator/Marketing Manager
FLSA Status: Non-Exempt – Full-Time
Pay Rate: \$15.00/hr

GENERAL DESCRIPTION

This position reports to the Community Engagement Coordinator and the Marketing Manager. This position plays a critical role in the management of systems, communications, organization, and community development. The person will provide support for the museum’s community engagement and marketing efforts in a variety of capacities, including administrative and organizational support and assistance with public events.

RESPONSIBILITIES

- Provides high-level project management support for Community Engagement and Marketing departments, including coordinating operations across departments.
- Champions Sloan Museum of Discovery and Longway Planetarium exhibits, shows, and educational programs at resource fairs and community events.
- Distributes print marketing materials to over 100 locations in Flint and Genesee County on a monthly basis. Prints posters and flyers in-house.
- Ensures internal and external marketing pieces are up-to-date, including flyers, posters, and online event calendars.
- Processes coupons and mail, manages ticket donation requests, and responds to visitors’ and organizations’ requests for information via phone, email, and in-person.

**Job
Description
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Qualifications:**

QUALIFICATIONS/SKILLS REQUIRED

- Must value Inclusion, Diversity, Equity and Accessibility (IDEA)
- Must be an independent self-starter who exercises sound judgement, prioritizes, and takes ownership of tasks and responsibilities.
- Must be comfortable driving around Flint and Genesee County for flyer distribution and events. Access to reliable transportation and a clean driving record is a requirement.
- Must have excellent verbal and written communication skills.
- Must be comfortable using various social media platforms. Proficient in all MS Office programs, including Word and Excel.
- Must be able to work flexible hours, including occasional nights and weekends.

EDUCATION AND / OR EXPERIENCE

- High school diploma or GED required, Bachelor’s degree preferred.
- Must have valid driver’s license, issued in the state of Michigan.
- 1-2 years of experience in non-profits, marketing, communications, public relations, or education preferred.

Apply To: Email cover letter and resume to hr@fcccorp.org

Date Posted: 6.29.21 **Posting will remain active until position is filled**

The Flint Cultural Center Corporation is an Equal Opportunity Employer