

**FLINT CULTURAL CENTER CORPORATION**

601 E Second Street  
Flint, MI 48503

**Job Title:** Community Relations Specialist – **THIS POSITION IS CURRENTLY ON HOLD**  
**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  
and  
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](mailto: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**