

Flint Cultural Center Corporation
601 E. Second St, Flint, MI 48503
Job Posting

Job Title: Community Engagement Coordinator
Location: Sloan Museum/Longway Planetarium
Department: Collections
Reports To: Curator of Collections
FLSA Status: FT – Exempt 40hrs per week (some weekend/after hours work as needed)

GENERAL DESCRIPTION

The Community Engagement Coordinator is responsible for developing and executing a strategy that establishes meaningful relationships and partnerships on behalf of Sloan Museum and Longway Planetarium. This position will diversify reach, ensure accessibility for all, and seek community input and feedback in all aspects of museum and planetarium operations. The successful candidate will also facilitate cultural competency training and will promote diversity amongst the staff of Sloan Museum and Longway Planetarium. This position will report to the Curator of Collections and will work closely with other department managers. This position will require a flexible work schedule with some meetings, events, and activities taking place in the evening and on the weekends.

RESPONSIBILITIES

**Job
Description
and
Qualifications:**

- Identify communities that are not fully engaged with Sloan Museum and Longway Planetarium and assist departments in developing both short and long-term strategies for their participation with both entities.
- Work with Curator of Collections to ensure the collection of Sloan Museum is reflective of and represents the community
- Serve as a member of the Museum Collections Committee
- Develop strategies, outreach, and inclusive messaging to reduce barriers to participation.
- Work with the Curator of Collections and other department managers to identify community organizations, individuals, and other stakeholders who will advise and collaborate in the development of gallery content, exhibit design, programmatic work, and overall visitor experience.
- Assist with the development and implementation of an extensive advisory group framework supporting multiple museum/planetarium programs of work. This will include assistance in the recruitment of group members, organizing meetings and communication, and follow through on action items generated by work groups.
- Increase awareness of the museum through the participation of community-based external opportunities.
- Evaluate programmatic opportunities for greater diversity of community participation and implement strategies for increasing community engagement and participation in these programs.
- Establish and implement evaluative procedures that can assess and demonstrate Sloan Museum/Longway Planetarium's community engagement and impact.
- Communicate efforts to ensure successful public engagement that reaches targeted audiences effectively.

QUALIFICATIONS/SKILLS REQUIRED

- Bachelor's degree in a social sciences or human services field and/or 3 to 5 years of experience in a similar role.
- Experience with and understanding of community engagement best practices and industry standards
- Knowledge of current civic and community engagement best practices and strategies.
- Experience with implementing technology for evaluation surveys
- The ability to ask effective questions, think creatively, and use a comprehensive understanding of surveys and the technology that supports them to deliver staff data collection needs.
- Awareness of community trends and interests

- Strong time management skills to balance workloads, meet deadlines, and coordinate efforts across a large organization and the ability to work independently with minimal direction on some projects while working as part of a team on others.
- Strong negotiation and advocacy skills
- Ability to communicate effectively, both verbally and in writing
- A solid understanding of or direct experience in working collaboratively with individuals from all sectors of the community
- A commitment to diversity and inclusion
- Competency with computer software, including Microsoft Office suite and other commonly used programs

Apply To: Email (hr@fcccorp.org) OR mail resume, cover letter and references to:

Human Resources
Flint Cultural Center Corporation
601 E. Second St, Flint, MI 48503

Date Posted: 5.23.19

Date Expires: 6/21/19

The Flint Cultural Center Corporation is an Equal Opportunity Employer