

Communications & Events Coordinator

OVERVIEW

The Federation of State Humanities Councils (FSHC), the national membership association of the 56 state and US territorial humanities councils, seeks a team-oriented individual to fill the position of Communications & Events Coordinator. The primary functions of the Federation are to promote the work of the councils to Congress, partners, and the public, facilitate information exchange among councils, and increase resources available to the councils through partnerships and special projects. The Communications & Events Coordinator will be a part of a small, flexible, and collegial staff committed to serving the councils. This is a full-time position with benefits.

Please note: some travel to meetings and events, such as to the annual National Humanities Conference and various committee meetings, is required. Travel duration ranges from 2-6 days, a few times a year.

PRIMARY RESPONSIBILITIES

The Communications & Events Coordinator will serve as a support to all staff, but will primarily report to the Director of Communications and the Director of Events on a day-to-day basis, with the Director of Communications serving as the Coordinator's direct manager. Responsibilities will include, but are not limited to, the following:

- Propose, draft, and schedule social media posts across Twitter, Facebook, and Instagram
- Create graphics for meetings, social media, website, and mobile app
- Monitor council programs, staff changes, and news to compile into a monthly newsletter
- Maintain a database of council programs
- Accurately report meetings through minutes and summaries
- Maintain communications and events staff directories and newsletter/email subscriptions
- Support event communications onsite activities including livestream, photography, app notifications, and social media
- Serve as an FSHC onsite representative at events, including the National Humanities Conference in November and Humanities on the Hill in March
- Manage online calendar of important dates and membership events and deadlines
- Manage team calendars and schedule updates
- Assist Director of Events in board and committee meetings, conference, and advocacy events. Activities may include event planning, surveys, registration, and restaurant and hotel reservation assistance

DESIRED SKILLS/QUALIFICATIONS

- Adobe Creative Suite (Photoshop, Illustrator, InDesign) – *preferred, not required*
- Video editing, shooting and formatting experience a plus
- Bachelor's degree in English, Communications, Public Relations, Marketing, Hospitality, or related field
- Knowledge of various social media and survey tools
- Excellent writing and reading comprehension skills
- Comfort with Excel and maintaining spreadsheets
- High attention to detail with a keen sense of time and task management
- Ability to work independently

Resumes are reviewed on a rolling basis.