

Position Available

Title:	Community Programs Coordinator
Reports To:	Community Engagement Manager
Pay Type:	Full-Time, Regular, Non-Exempt, 35 hrs/week
Salary:	Commensurate with Experience and Education
Benefits:	Group Medical and Dental Insurance, Life and Long Term Disability, Insurance, Retirement Plan, Flexible Spending Plans, Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule:	Monday – Friday, 9am – 5pm
Work Location:	Law Building, a non-smoking facility

The Community Programs Coordinator works with the Community Engagement Manager in the Department of Learning and Interpretation at the Museum of Fine Arts, Houston, to better reach and engage community constituents, to grow community relationships for the future, to coordinate logistics for community programs, and to welcome community members onsite. The Liaison works creatively with staff across the museum, as well as museum volunteers, to build strong relationships with community members and to demonstrate the MFAH's commitment to serving the richly diverse communities of Houston.

Responsibilities:

- Implement community engagement strategies, relationships, partnerships, and plans, as developed collaboratively across museum departments, including Learning and Interpretation, Administration, Marketing and Communications, Membership and Guest Services, and Special Events.
- Steward MFAH's relationships with community organizations, to foster dialog between the MFAH and its community constituents.
- Coordinate community-engagement partner relationships and fulfillment, including list exchanges, co-branded programming, etc., including but not limited to consulates, interest groups, churches, performing arts groups, and other community non-profit organizations.
- Identify prospects with the supervision of the Audience Engagement Manager, and create targeted lists for contacts and outreach opportunities, develop an action plan, and implement accordingly, once approved.
- Create and manage database for engagement outreach activities and tracking results.
- Maintain calendar of targeted key community meetings, activities and events.
- Identify opportunities across MFAH departments and campus for community-specific engagements, develop an action plan, and implement accordingly, once approved.
- Represent and coordinate MFAH presence at relevant community festivals, in consultation with appropriate museum departments.
- Work closely with Marketing and Communications staff on all e-marketing components of community partnerships and involvement.
- Work with museum's volunteer ambassadors program to identify opportunities for community outreach.

Skills, Knowledge and Abilities:

- Excellent verbal and written communication skills.
- Bilingual capabilities in Spanish highly desired.

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MFA *The Museum of Fine Arts, Houston*

- Ability to creatively implement strategies to enhance community relationships.
- Ability to tactfully and courteously liaise with a diverse group of community members, colleagues, and volunteers.
- Strong interpersonal skills; welcoming image and demeanor are critical.
- Skilled and experienced in providing excellent customer service, and an insightful judge of character.
- Must be able to work some weekends and evenings.
- Exceptional organizational skills, with a keen attention to detail.
- A self-starter with strong motivation to succeed in a new museum position.

Education and Experience:

- B.A. in an arts or humanities field
- 2-3 years experience working in a museum, cultural or community organization
- Experience with community outreach and/or volunteer relations

How to Apply:

Send resume to Human Resources, Job 18-138EDU, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7597 or email: jobs@mfah.org or apply at <http://mfah.org/about/careers>

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