

San Antonio African American Community Archive and Museum (SAAACAM)

Volunteer Roles and Capacities

2019-2020

Position: History Harvest Coordinator

Reports To: Education Committee Chair	Committee Assignment: Education Committee	Type of Interaction: In-Person
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Est Time Commitment: 5 hours per week	Term Limit: 1 year, renewable	Number of Openings: 1
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Position Description

An essential part of SAAACAM's Education Committee, the History Harvest Coordinator is responsible for organizing and implementing SAAACAM History Harvest plans as according to its Strategic Plan and calendar of events. This position reports to the Chair of the Education Committee and provides activity reports to the greater committee on a frequent basis leading up to History Harvests scheduled throughout the year.

Deliverables

- Review and development of scheduled and/or forecasted SAAACAM History Harvests within the first month in office,
- Development of volunteer needs/capacities to support History Harvests programming within the first month in office,
- Ongoing performance monitoring and evaluation, configuration management planning and support of volunteers to ensure success.

Prerequisites

Education and Training: NA	Credential(s): NA	Key Competencies: Grassroots Organizer, Project Coordinator, Management Experience, Community Leader
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To Apply

- Email a one-page cover letter on personal letterhead to admin@saaacam.org.

The cover letter should contain the following: (1) introduction of yourself, (2) mention the position that you are interested in serving in, (3) explanation of your experience, suitable skill set(s) and/or educational and professional background that match the position's description, (4) your contact information for follow-up/next steps.

Suspense

All applications are due Thursday, 28 February, 2019 by 5PM.

Point of Contact

Ms. Sallie Frederick, Education Committee Chair at admin@saaacam.org.