

San Antonio African American Community Archive and Museum (SAAACAM)

Volunteer Roles and Capacities

2019-2020

Position: Programs Committee Vice Chair

Reports To: Programs Committee Chair	Committee Assignment: Programs Committee	Type of Interaction: In-Person
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Est Time Commitment: 8 hours/week	Term Limit: 1 year, renewable	Number of Openings: 1
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Position Description

An essential part of SAAACAM's Programs Committee team, the Vice Chair is responsible for co-developing plans for SAAACAM and SAACAM Friends programming, volunteer orientation, coordination and training as well as logistics planning for SAAACAM programs. The Vice Chair will serve in the capacity of Chair in the absence of the Chair and will serve to ensure the integrity and success of the scope of the Programs Committee.

Deliverables

- Co-develop plans for SAAACAM and SAAACAM Friends programming within the first month in office,
- Co-create and direct project documentation, to include timelines, volunteer capacity and outreach plans co-developed within the first month in office,
- Ongoing evaluation of plans and programs to ensure circumspect accountability and success.

Prerequisites

Education and Training: NA	Credential(s): NA	Key Competencies: Community leader, management experience.
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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

Mr. Wayman Griffin, Programs Committee Chair at admin@saaacam.org.