

## **CAREER OPPORTUNITY**

### **ABOUT SAAACAM**

The untold history of San Antonio's African American descendants is rich and intricately tied to the stories of Spaniards, Mexicans, Germans and Canary Island populations who helped build this great city. The **San Antonio African American Community Archive and Museum (SAAACAM)** is working in a grassroots effort to uncover the legacy that reaches back to the early days of the Spanish colonists and Texas Republic.

SAAACAM is a 501(c)(3) nonprofit organization formed to collect, maintain, disseminate and interpret authentic African American artifacts related to San Antonio history in a community-based digital archive. The organization's goal is to illuminate San Antonio's Black history by empowering individuals to curate their own archives and cultivate a community-driven museum of digitized and audiovisual exhibits. The development of the community archive is ongoing. SAAACAM is the proactive steward of cultural and physical preservation of historic African American resources.

### **COMMUNITY ENGAGEMENT COORDINATOR 30 HOURS PER WEEK**

The Community Engagement Coordinator will represent the company and work with the leadership team to develop and implement initiatives that increase company visibility within the surrounding community. The Community Engagement Coordinator should be a visionary, open to new ideas/opinions, willing to lead by example and engage the volunteers, interns and community with a spirit of belonging and achievement. The ideal candidate is self-motivated, enthusiastic, and community-driven. Humor, wisdom, listening skills, flexibility, humility and critical thinking skills are all a plus. This position requires someone equipped with a positive attitude, growth mindset and readiness to be a team player.

## RESPONSIBILITIES:

- Create and maintain a calendar of outreach activities, including community events, workshops, appearances, and other communication opportunities.
- Preparing an annual budget for community outreach activities.
- Nurturing new and old relationships with collaborative partners.
- Scheduling regular outreach exhibitions in the community and educate employees on community responsibility.
- Coordinate staff needs with potential interns from partner schools.
- Manage the intern programs with school partners.
- Actively recruit and place volunteers in appropriate roles.
- Plan and conduct volunteer meetings/trainings as needed (Currently quarterly).
- Prepare and email minutes to volunteers and Board members.
- Keep an up-to-date list of volunteers using the appropriate software.
- Work with SAAACAM staff to support/coordinate programs, tours, events and meetings as needed.
- Represent SAAACAM or ensure there is representation, as needed to ensure coverage for outward facing events.
- Know the history of the museum and the intended goal.
- Coordinate and schedule the placement of pop-up exhibits.

## REQUIREMENTS:

- Bachelor's degree or equivalent work experience in communications, marketing, business, or related fields.
- Preferred experience of 3-5 years within non-profit fundraising or outreach activities.
- Outstanding written communication and presentation skills.
- Friendly, enthusiastic, and positive attitude.
- Knowledge of social media and other basic marketing platforms.
- Detail-orientated with the ability to manage multiple projects at a time.
- Proven work experience as a leader or supervisor.
- Organizational and time-management skills.
- Decision making skills.
- Computer skills.