America 250 MI seeks a qualified individual to serve as a Program Coordinator. This is a part-time position, 20 hours per week.

The Program Coordinator will provide support to the American 250 MI Co-chairs and Committee, develop, and maintain communication materials, promote events from historical organizations, cities, and other groups across the state, assist with fundraising and program support, and other duties as assigned.

About America 250 MI: America 250 MI serves as Michigan’s official point of contact for the commemoration of the 250th anniversary of our nation’s founding. Following direction from Michigan Governor Gretchen Whitmer, the committee was formed by Larry Wagenaar, executive director and CEO of the Historical Society of Michigan, and Sandra Clark, director of the Michigan History Center. The Committee will collaborate to enlist the involvement of state and local museums, historical societies, archives, historic preservation organizations, educators, Native American tribes and libraries, including representatives of Michigan’s diverse cultural groups during the commemoration of this important milestone.

Job Description: Under the supervision of the Committee Co-Chairs, the Program Coordinator will assist with the organization’s communications including a website, social media accounts, email and dialog with various historical entities and organizations; promote events to a statewide and national audience; assist with fundraising and preparing reports; assist with event registration and administration; and other duties as assigned.

The successful candidate will be a dynamic, detail-oriented self-starter with communication, writing, time-management, and office administrative skills. Applicants with a background in any of the following areas: database administration, marketing, outreach, fund-raising, or public relations would be particularly desirable.

This is a part-time hourly position (20 hours per week).

Duties and Responsibilities

- Provide support to the Committee Co-chairs – 10%
  - Assist with scheduling meetings and reminders
  - Facilitate communication and updates
  - Provide progress reports at meetings

- Communications – 30%
  - Prepare and distribute marketing materials
  - Maintain the organization’s website
  - Process emails and phone calls
• Maintain and grow contact lists
• Dialog with committee members and participants

• Marketing – 30%
  o Promote goals of committee to museums, historical societies, historic preservation organizations, educators, and the general public
  o Promote events associated with the semiquincentennial through website and social media

• Fundraising – 30%
  o Draft other grant proposals as opportunities for funding are identified
  o Dialog with granting agencies

Reports to: American 250 MI Committee Co-Chairs Amy Bradfield and Mark Harvey

Pay rate: $17 per hour.

Location: This position is hosted/facilitated by the Historical Society of Michigan at its Lansing office where office space and support will be provided. Some remote hybrid work is possible.

Minimum Qualifications
• Professional experience in an office environment and experience doing administrative support, marketing, outreach, fund-raising, or public relations
• Experience raising funds
• Experience with office operations, equipment, and procedures
• Excellent written and verbal communication skills
• Competency using all Microsoft Office products
• Detail-oriented, and a high level of problem-solving and organizational skills
• Demonstrated ability to work independently and as a team member
• Interest in or experience working with nonprofit organizations
• Valid driver’s license and willingness to travel to various locations throughout Michigan as needed.

Review of applications will begin immediately and continue until the position is filled. We encourage applications from underrepresented groups, including minorities, women, and people with disabilities.

To apply, please e-mail a cover letter and resume to america250mi@gmail.com with subject line “Program Coordinator.”