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POSITION ANNOUNCEMENT

COMMUNICATIONS COORDINATOR

Humanities Guåhan (HG) is seeking a full-time Communications Coordinator to effectively promote HG and our numerous public humanities programs, events and activities that serve the Guåhan community. The Communications Coordinator will be responsible for maintaining the HG website, social media accounts, communications platforms (Mailchimp, Google Forms/Survey Monkey, Eventbrite, etc.), and print and broadcast media. Additionally, the Communications Coordinator provides other administrative support, such as developing press releases and packets, social media graphics and promotional materials. The position also requires balancing creative thinking with organized planning to develop innovative, effective communications strategies and initiatives that help HG thrive.

An undergraduate degree in a humanities discipline or related field, such as journalism or communications, is preferred. The applicant should also have a minimum of two years of experience in communications/marketing, preferably for nonprofit and/or arts and cultural organizations. Excellent written and oral communication skills are essential, as is the ability to collaborate with a dynamic and diverse staff. Proficiency in Adobe Suite or related designing software or application (i.e. Adobe, Canva, etc.) is a plus!

Please send an application letter and resume with the names and contact information of three references to Nedine Songeni, HG Program and Communications Manager, at nfsongeni@humanitiesguahan.org. For additional inquiries, please email info@humanitiesguahan.org. The application deadline is Friday, April 14 by 5:00 p.m. ChST.

Humanities Guåhan is an independent nonprofit organization affiliated with the National Endowment for the Humanities. HG presents and supports public humanities programs for the people of Guåhan, including interpretive exhibitions, family literacy, documentary films with discussion, cultural workshops and performances, educator and student workshops, literary tours, online oral histories and publications, community conversations and food democracy tours.