**Kankakee County Historical Society**

**Community Outreach Coordinator**

**Job Description**

***Summary***

The Community Outreach Coordinator is responsible for greeting visitors at the door or on the phone with proper etiquette. They will be responsible for contributing to normal office operations, providing tours, managing special events, creating marketing material, and working with the Deputy Director and Executive Director on daily tasks. Minimal off-campus duties may be required such as representing the museum at community events.

***Community Outreach Coordinator Tasks and Responsibilities***

* Check phone and general email messages each morning and distribute the messages.
* Maintain museum calendar.
* Make sure mailbox is checked daily and mail is distributed properly.
* Knowledge of opening and closing the Kankakee County Museum Campus and the French Heritage Museum.
* Knowledge of operating each museum store in above buildings.
* Knowledge of exhibits for group visits.
* Responsible for placing small orders as needed (GFS, Staples, Amazon, etc.)
* Become familiar with history of the museum and historical society.
* Have an understanding of major museum events and be comfortable with potential radio interviews discussing events.
* Assist at museum events and other museum programming as required.
* Prepare monthly report for Board Meetings.
* Assist with rental bookings of Column Garden and Centennial Room and help set up and tear down as needed.
* Schedule field trips, group tours, special events, and communicates this information to all staff members.
* Knowledge of all binders in the office shelves and copy machine.
* Responsible for updating membership activity and maintaining all membership records along with the Deputy Director.
	+ Including: tracking payments, sending membership reminders; logging new members and maintaining an up-to-date membership listing in DonorView program
* Mass mailings (electronic and postal) for newsletter, annual meeting, lecture series, Gallery of Trees, and Rhubarb Festival, etc.
* Working with Deputy Director on postage responsibilities at the Post Office for bulk mailings for Gallery of Trees and when needed.
* Coordinate the Gallery of Trees participating non-profit organizations.
* Assist with museum store layout and promotions.
* Create marketing materials to promote major events and programming.
* Maintain and execute social media posts, reels, etc. for community engagement.
* Direct and train docent guides, new volunteers, and holiday helpers.
* Provide museum tours and/or schedule staff and volunteers for tours.
* Light cleaning as needed.
* This position assists the Executive Director with special projects as needed.
* Other duties as assigned.

***Community Outreach Coordinator Skills***

* Interpersonal communication skills, multitasking abilities, etc.
* Must be able to lead a group, work as a team, built rapport with children, adolescents, adults, and seniors.
* Knowledge of email, Facebook, word processing, Excel, scanning, etc.
* Able to maintain files (paper and electronic).
* Able to meet deadlines.
* Be able to handle all other assignments deemed necessary by the Deputy Director and/or Executive Director.
* Must be able to lift up to 25lbs.

***Community Outreach Coordinator Hours***

* Friday and Saturday 8:30am to 5pm (30-minute unpaid lunch break). Around 16 hours per week with potential for additional hours during busier seasons (May through August and November through December)

**Benefits:**

* Pay rate - $16.50 per hour
* Position open until filled

**Interested applicants can please send resumes to** Veronica Featherston at veronicafeatherston.k3museum@gmail.com or stop in to apply: Kankakee County Museum 801 S. 8th Ave Kankakee IL