

NEVADA HUMANITIES SEEKS PROGRAM COORDINATOR

Nevada Humanities is a nonprofit organization with a mission to use the traditions and tools of the humanities to build a more engaged citizenry. With offices in Reno and Las Vegas, Nevada Humanities is one of 56 independent state and territorial humanities councils affiliated with the National Endowment for the Humanities.

Nevada Humanities is currently seeking a full-time Program Coordinator to plan, implement, and evaluate innovative council programs in Nevada, with an emphasis on the southern part of the state.

Nevada Humanities is looking for a person with excellent writing and oral communication skills to be responsible for developing audiences, seeking statewide partnerships, building constituencies, undertaking targeted grant writing and fundraising, representing Nevada Humanities, and participating in marketing/communications activities. In addition, the Program Coordinator must be a detail-oriented and highly organized person who can manage the activities and services of the southern Nevada office in full coordination with the Executive Director and other Nevada Humanities staff. The Program Coordinator must effectively respond to phone calls, email, and written queries relating to council programs. Other duties include attending council programs and meetings as needed (including those that require travel around the state), assisting in regular office tasks, meeting deadlines, facilitating council activities, participating in staff meetings, and being an enthusiastic and creative member of the Nevada Humanities team.

REQUIREMENTS:

The Program Coordinator position requires a bachelor's degree and four years of experience in a job related humanities area, such as program/project development, non-profit management, or education; or a master's degree and two years of experience; or a doctoral degree and one year of experience.

Visit www.nevadahumanities.org to learn more about Nevada Humanities.

Nevada Humanities is committed to Equal Employment Opportunity/Affirmative Action in recruitment of employees and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical disability, and sexual orientation.

CLASSIFICATION: Regular, Full-Time

REPORTS TO: Nevada Humanities Executive Director

SALARY: Salary commensurate with experience

TO APPLY: Applicants are required to submit a writing sample of no more than 10 pages, a CV or resume, a cover letter, and 3 references by February 24, 2012. Nevada Humanities collaborates with the University of Nevada, Reno to provide human resource services for its employees. For more information or to apply visit <https://www.unrsearch.com/postings/10272>.