

Job Description: Community Engagement Coordinator

Position Overview

Position Title: Community Engagement Coordinator

Reports To: Executive Director

Status: Full-Time

Location: Duluth, MN (St. Louis County Depot)

The **St. Louis County Historical Society** seeks a dynamic, creative, and community-minded professional to serve as our **Community Engagement Coordinator**. This role is central to our mission of discovering, preserving, and sharing the diverse stories of St. Louis County. The ideal candidate is part cultural connector, part project manager, and part public storyteller. You will be responsible for taking our rich history out into the community—and bringing the community's diverse voices into the museum. This includes managing public programming, coordinating volunteers, and cultivating a sense of local belonging through shared history.

Key Responsibilities

1. Public Programming & Storytelling (40%)

- Design, implement, and host engaging public programs, lecture series, and innovative storytelling events (e.g., walking tours, field trips, and pop-up exhibits).
- Collaborate with SLCHS American Indian Advisory Committee, veterans, local affiliates, cultural groups, historic preservationists, and local historians to develop inclusive programming.
- Manage event logistics, including scheduling, venue coordination, speaker hospitality, and on-site event execution.

2. Regional Partnerships & Community Outreach (30%)

- Serve as an active ambassador for the Society, establishing and maintaining strong relationships with individual members, schools, civic groups, and local historical affiliates across the entire footprint of St. Louis County.
- Develop outreach strategies that reach beyond the St. Louis County Depot, ensuring rural townships and regional communities feel actively connected to the Society's work.
- Assist in promoting programs and collaborative projects through local media partnerships, newsletters, digital platforms and social media, and development of collateral marketing material.

3. Volunteer Coordination & Advocacy (20%)

- Recruit, train, and steward a passionate cohort of volunteers, docents, and community advocates to assist with public events, public tours, and outreach efforts.
- Foster a welcoming and organized environment for volunteers, aligning their talents with the strategic goals of the Society.

4. Strategic Integration, Operations & Stewardship (10%)

- Work closely with the Executive Director and Curator to ensure public programming aligns with professional museum ethics and strategic plans.
- Track engagement metrics, gather participant feedback, and contribute to grant and annual reporting and budget planning for community-facing initiatives.
- Assist as needed in routine administrative and financial functions.

Qualifications & Experience

Required:

Education & Experience: Bachelor's degree in Public History, Folk Studies, Museum Studies, Communications, or a related humanities field, plus 2–3 years of experience in community organizing, public programming, or museum outreach.

Communication Skills: Exceptional public speaking, writing, and interpersonal skills. The ability to engage authentically with diverse audiences ranging from students and donors to regional partners and veterans. Proven track record of respectful engagement with marginalized or historically underrepresented groups, specifically including Indigenous communities and tribal organizations within Northeastern Minnesota.

Project Management: Proven ability to manage multiple projects simultaneously, from initial concept through execution and evaluation.

Schedule Flexibility: Willingness to work regular evenings and weekends to support public programming and community events.

Mobility: A valid driver's license and the ability to travel occasionally throughout St. Louis County for regional outreach.

Preferred:

- Deep familiarity with the unique cultural, industrial, and diverse community tapestry of Northeastern Minnesota.
- Experience managing volunteer programs or coordinating multi-partner public humanities projects.

Compensation & Benefits

Salary: \$39,520

Benefits: Comprehensive benefits package including health/dental insurance, paid time off (PTO), paid holidays, and retirement contribution matching.

How to Apply:

Interested candidates should submit a **resume and cover letter** detailing their approach to public engagement to History@thehistorypeople.org with the subject line "Community Engagement Coordinator Application." Applications will be reviewed on a rolling basis until the position is filled.