

Unfamiliar Stories Project Coordinator (Temporary)

What is the Unfamiliar Stories Project?

Storytelling is something we can find across all cultures. It is in our nature as humans to want to listen to, learn from, and share stories. Sometimes those stories are our own and sometimes they are stories we have simply heard. We are a group of history folks that are working together to create a model for communities to follow so that everyone has a method to collect, preserve, and share their own unique stories. We are focusing two communities (Hmong and Somali) where unfamiliar stories are being shared and kept. We will be gathering information from community members and organizations through focus groups and surveys. We know that incredible cultural resources and stories are integral parts of these “unfamiliar” communities, and our goal is to connect with those community members in order to preserve and share that knowledge.

Position brief

We are looking for two (2) responsible Project Coordinators who will facilitate meetings with Hmong and Somali communities and organize project activities in cooperation with and under the direction of the Unfamiliar Stories Action Team and its Chair, Mai Vang.

Responsibilities

- Coordinate activities, resources, equipment and information for the Unfamiliar Stories Project
- Liaise with community members to identify and define project requirements, scope and objectives
- Help prepare and maintain project activities, timeframes, schedule and budget
- Act as the point of contact and communicate project status adequately to all participants
- Monitor working hours
- Create and maintain project documentation, plans, and reports
- Attend focus group trainings

Requirements

- Previous experience in working with diverse community organizations and individuals
- Previous experience in project management
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office

Dates

April 24 – June 30, 2017, with possibility of continuing, dependent on funding.

Salary and benefits

- Stipend \$1,000

To apply

- Submissions due April 14, 2017 with a cover letter and resume to: Mai Vang, mnvang@gmail.com



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