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## Vermont Historical Society

**Job Title:** Program Coordinator  
**State Equivalent Pay Grade:** 22  
**FLSA Status:** Non-Exempt  
**Supervisor:** Director of Service & Outreach  
**Last Revised:** July 19, 2024

### General Description

The Program Coordinator supports the implementation of the Activating 21st Century Local History Training Program through a process of technical support, organizational outreach, resource creation, and program coordination. The Program Coordinator will be a member of the Service & Outreach Department. They will work directly with the Director of Service & Outreach. This is a full time (40 hours/week) grant-funded 24-month position without possibility of extension.

### Primary Responsibilities

- Work with selected organizations in project Cohort groups to create communities of learning centered around Active Collections activities. Duties will include establishing and monitoring group communications, setting group meetings, and managing formal and informal group learning opportunities.
- Work with Cohort organizations to set parameters for and implement select Active Collections projects conducted each summer.
- Convene, communicate with, and set agenda for project Advisory Committee.
- Coordinate project workshops, including finalizing agendas, speakers, and resources needed.
- Collate and create content for the Active Collections Online Resource Center
- Other duties as assigned.

### Relationships

The Program Coordinator reports to the Director of Service & Outreach as part of the Service & Outreach Department.

### Environmental Factors

- Duties are performed in a standard office setting, based in Barre, Vermont.
- Moderate travel requirements may occur, for which a valid driver's license is required.
- Occasional weekend and evening work may be required.

### Required Qualifications

- Degree and/or advanced training in History, Museum Studies, or other aligned field.
- 3 or more years experience in a museum and/or archival setting.

- Experience and/or training in program coordination and community outreach.
- Excellent interpersonal, oral, and written communication skills.

### **Desirable Qualifications**

- Advanced training in museum studies, collections care/management, or archival practices, with an emphasis on best-practices.
- Experience with small museums or historical societies.
- Ability to self-direct and juggle competing demands on time.