



International African American Museum

Lilly Faith-Based Outreach Coordinator Part-Time Position Summary:

The IAAM is seeking a Faith-Based Outreach Coordinator who has skills and personal qualities to provide strategic and visionary leadership for the Education and Engagement Department. Reporting to the Lilly Director of Education and Engagement for Faith-Based Communities, the LFBOC will work with individuals, groups, faith communities and religious institutions to build relationships/partnerships, programming and outreach initiatives. The Lilly Faith-Based Outreach Coordinator serves on Ministerial Alliances throughout the Tri-County area which is comprised of faith leaders and will play an integral role in the education program working closely with faith communities.

Essential duties and responsibilities include but are not limited to:

Effective Public Presence

- Serves as the public voice of Faith Based Communities in 1:1 meetings, presentations and planning.
- Represents the Education Department across the state
- Serve as an ambassador for the education department to the external community, including professional and denomination organizations, local and state-wide religious congregations and groups that have an interest in religious work at IAAM.

Foster Interfaith Engagement and Collaboration

- Responsible for the development, administration and continual evolution of effective community outreach, public awareness and education programs by establishing a multifaceted communication plan that leverages a variety of special events and direct outreach initiatives.
- Responsible for building strategic relationships with faith communities and religious organizations, conducting a variety of outreach activities, and recruiting/retaining faith-based volunteers to assist with a wide variety of programs and initiatives throughout the State of SC, NC, GA & FL.
- Strengthen vibrant and formative interfaith dynamics with key partners.
- Promote overall religious literacy, interfaith education, understanding and dialogue
- Identify faith communities, contact faith leader, schedule appointments for discussion and planning of programs.
- Working with Lilly Director, plans innovative community education and engagement activities to foster involvement by targeted communities.

- Updates the IAAM's social media page with events, information and news regarding outreach programs, opportunities and community participation.
- Prepares reports, statistical analysis and proposals. Creates and implements a community and business outreach plan.
- Develops, creates and distributes comprehensive educational information. Attends relevant community meetings as the IAAM Representative, or facilitator. Maintains a regular presence at business, community, and neighborhood group meetings.
- Responds to public and community inquiries regarding programs, volunteer opportunities and related matters.
- Plans, organizes and coordinates a variety of community focused special events.
- Continue collaborative work with groups with long-standing ties (faith communities whom are already Charter members of IAAM) and leaders of other established religious groups.

Programming

- Work in collaboration with other IAAM staff to coordinate museum relevant programs.
- Develop a strategy and implementation plan to grow relationships in faith organizations
- Respond to public and community inquiries regarding programs, volunteer opportunities and related matters.
- Plans, organizes and coordinates a variety of community focused special events.
- Continue collaborative work with groups with long-standing ties (faith communities whom are already Charter members of IAAM) and leaders of other established religious groups.
- Develop appropriate outreach materials.
- Recruit and support Faith Based volunteers

The Person:

The optimal candidate is a practitioner who recognizes community engagement is vital to an organization. The ideal candidate will possess the following:

- Exceptional communication skills and ability to forge relationships with a wide range of individuals
- Liturgical skills or competence in the practice of public speaking and knowledge of religious rituals and practices
- Demonstrated experience working collaboratively to generate and cultivate meaningful and durable interfaith partnerships.
- Meaningful involvement with traditions and communities around the world.
- Pastoral sensitivity and experience with all faith traditions.

Preferred Qualifications:

- Master's degree in religion, theology or other relevant area, 5 years of experience working in a faith-based capacity (Church, Chaplaincy, higher education, or related field).
- Appropriate ordination or equivalent credentials, as relevant. Liturgical skills or competence in the practice of public speaking and knowledge of religious rituals and practices are paramount. Exceptional communication skills and ability to forge relationships with a wide range of individuals.
- Demonstrated experience working collaboratively to generate and cultivate meaningful and durable interfaith partnerships. Meaningful involvement with traditions and communities around the world.

It is understood that this Job Description is a summary of the primary responsibilities of this position. It is not intended to be a complete and total description of each and every duty and responsibility of the position as may be necessary

Recruitment and Application Process

- Term: Part Time, 20 hours per week
- Start date: asap
- \$20.00 per hour

To Apply: Please send the following documents to resumes@iaamuseum.org: letter of interest, resume, and three references. Please attach these documents to an e-mail message with this subject line: "Lilly Faith-Based Outreach Coordinator." We seek to fill this position by March 2020. The International African American Museum is an Equal Opportunity Employer committed to building a diverse and inclusive workforce and does not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin or ancestry, age, sexual orientation, gender identification, genetic information, veteran or disability status or any other factor prohibited by law.

About the International African American Museum

Located on one of the most sacred sites of African American history, the International African American Museum (IAAM) in Charleston, SC will be a museum, memorial, and site of conscience that commemorates the foundational role that Africans and their descendants played in the making of America. It will be one of the most important historical and cultural institutions in the country - presenting critical history and programming that will have meaningful social impact.