



Community Engagement Coordinator

Job Description

The Community Engagement Coordinator is an important part of a small staff team that supports the operation and ongoing preservation of 125-year-old Sacred Heart Cultural Center. This position contributes to the overall success which has led Sacred Heart to be a coveted rental venue, a cultural arts community, and a popular historic destination for national and international tourists. This team member will become proficient in telling the story of Sacred Heart and being an advocate within the community and for our guests.

Work schedule: Monday- Friday with occasional evening and weekend event duties, 32-35 hours per week.

Primary Duties and Responsibilities:

- Manages public relations efforts including media and calendar updates, a quarterly digital newsletter, and regular email blasts to internal and external audiences, including donors, volunteers and public;
- Manages the Sacred Heart Art Hall, including communication with potential and selected artists, coordination of annual artist selection, promotion of receptions, and hanging art exhibits;
- Oversees Sacred Heart gift shop volunteers and seasonal promotions, including managing consignment relationships and assisting with purchasing decisions and overall merchandising and operations;
- Collaborates with Communications Consultant on marketing and advertising materials and social media exposure in support of Sacred Heart events, art exhibits, fundraisers and programs, including print, video and digital projects;
- Collaborates with Executive Director, other staff and volunteers on fundraising event planning, execution and follow-up including Garden Tour, Silent Movie Night, Holiday Market and Festival of Nine Lessons and Carols.
- Cross-trains to represent Sacred Heart both externally and internally, including assisting with welcoming daily visitors, providing basic orientation to visitors, training volunteers, and assisting gift shop customers.

Skills and Qualifications:

- Preferred bachelor's degree in marketing, public relations, sales or business administration with 3-5 years of professional experience and or associate's degree with 5+ years of applicable experience.
- Demonstrated history of planning and executing successful events;
- Effective oral and written communication skills;
- Time management, detail-focused and organization skills with the ability to manage multiple priorities at the same time;
- Demonstrated interpersonal skills with a variety of audiences with a focus on teamwork;
- Ability to work both independently and cooperatively with Executive Director support.

Salary and benefits: Hourly salary is commensurate to experience. Benefits include a flexible workday and vacation schedule and a beautiful work environment.

Please submit employment experience and two references to Millie Huff, Executive Director of Sacred Heart, at Millie@sacredheartaugusta.org.