

Office and Communications Coordinator

Humanities Montana seeks an **Office and Communications Coordinator** to assist us in our mission to serve communities through stories and conversation. We offer experiences that nurture imagination and ideas by speaking to Montanans' diverse history, literature, and philosophy.

Humanities Montana is an Equal Opportunity Employer and actively seeks a pool of diverse candidates for this position.

Humanities Montana invites applications for an **Office and Communications Coordinator** to manage daily operations of a statewide cultural nonprofit organization and oversee its external communications. This full-time position requires 40 hours a week at an hourly wage (\$17-20/hour, depending on experience). Humanities Montana offers medical, dental, vision, and retirement benefits; a generous sick leave, vacation, and holiday policy; and a fulfilling, collaborative work environment. This position reports to the Humanities Montana executive director.

PRIMARY RESPONSIBILITIES:

- Provide administrative and staff support
- Organize logistics for board meetings
- Assist in planning special events such as the Governor's Humanities Awards
- Oversee and edit monthly newsletter
- Write and distribute press releases
- Regulate website and social media

REQUIRED QUALIFICATIONS:

- High school diploma or equivalent

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to use Microsoft Office Suite and learn other software and databases as needed
- Manage multiple tasks and determine priorities
- Collaborate positively as part of a team
- Communicate effectively both verbally and in writing in a clear and timely manner
- Work in remote, hybrid, and in-office environments

APPLICATION PROCEDURE:

We encourage applicants to familiarize themselves with Humanities Montana through our website, www.humanitiesmontana.org before applying. All applications must be in writing and will be treated confidentially. Please submit as one document:

- A letter expressing your interest in the position and Humanities Montana
- Resumé
- Names, phone numbers, and email addresses of three references

Application procedure continued on next page

Email your application to: randi.tanglen@humanitiesmontana.org. Please put Office and Communications Coordinator in the subject line of your email. Please also indicate in your letter of interest where you saw this job posting. Position open until filled; review of applications begins October 30. Finalists will be asked to submit a writing sample.

Humanities Montana is Montana's state humanities council. Established in 1972, we are one of fifty-six councils across the nation that the National Endowment for the Humanities created in order to better infuse the humanities directly and effectively into public life. For 47 years, Humanities Montana has helped strengthen communities through grants and special programs that reach into every corner of our state. We produce, fund, create, and support humanities-based projects and programs, eye-opening cultural experiences, and meaningful conversations. We connect people, inspire ideas, and deepen mutual understanding.