

## Heritage Programs Coordinator

**Four Rivers: The Heritage Area of Annapolis, London Town & South County**  
**Arundel Center, 44 Calvert Street, Annapolis, MD 21401 • 410-222-1805**  
[heritage\\_area@aacounty.org](mailto:heritage_area@aacounty.org) • [www.fourriversheritage.org](http://www.fourriversheritage.org)

Four Rivers Heritage Area (one of Maryland's thirteen certified heritage areas), a nonprofit organization with its office in Annapolis, seeks a part-time Heritage Programs Coordinator. Excellent interpersonal and communications skills are essential. Grants, tourism, museum, nonprofit management, and preservation experience are preferred. The Heritage Programs Coordinator works under the supervision of the Executive Director. This is an **at-will position** that is **part-time (16-24 hours per week)**, with some limited flexibility in schedule.

### Responsibilities:

- Assist the Executive Director of the Four Rivers Heritage Area with coordination and implementation of all heritage area projects and programs and with general office administration.
- Projects and programs may include but are not limited to strategic planning, development planning, marketing planning, and 5-Year, and annual plan development; the Four Rivers mini-grants program; annual heritage awards event; brochure, tour, trail, and map development; publications and social media design including flyers, event programs, and graphics for a variety of purposes; interpretive training and other skills training workshops; active communications program including weekly E-newsletters, regular social media updates (including Facebook, Twitter, and Instagram), website updates and heritage events calendar data entry
- Coordinate and/or staff regional roundtables, workshops, events, programs, meetings, etc., among heritage partners and others to facilitate communication, exchange information, and strengthen historical interpretation
- Attend mandatory meetings of MHAA/COHA/TAC as assigned
- Work with local and regional tourist agencies, municipalities, legislators, heritage groups, and historical organizations on heritage-related initiatives
- Administrative support includes taking meeting minutes, copying, scanning, filing, mailings, and general office duties
- Some travel may be involved; mileage reimbursed at federal rates
- Other duties as assigned

**Minimum Qualifications:** Master's degree in heritage tourism, nonprofit management, or a related field.

Excellent interpersonal and organizational skills; ability to work alone or in conjunction with others to complete projects in a timely manner. Outstanding attention to detail is **required**. Solid computer skills, including MS Word, Access, Excel, PowerPoint, and Wordpress. Strong writing, analytical, research, and speaking skills; extensive social media and marketing experience **required**. Grant writing, grant administration, event management and/or fund-raising experience a plus, as is experience with Quickbooks, Adobe InDesign, Photoshop Elements and ACT donor management software.

Hourly wage rate commensurate with experience.

**To Apply:** Submit a cover letter and resume to Carol Benson, Executive Director, Four Rivers Heritage Area, by email at [heritage\\_area@aacounty.org](mailto:heritage_area@aacounty.org). The position will remain open until filled.