



Programs and Outreach Coordinator

Preservation Austin has been our city's nonprofit voice for historic preservation since 1953. We exist to empower Austinites to shape a more inclusive, resilient, and meaningful community culture through preservation.

We are looking for a motivated, supportive self-starter to shape this full-time position to grow our small team. The Programs and Outreach Coordinator will join a passionate, dedicated community of advocates including the Executive Director, Development and Grants Coordinator, Board of Directors, volunteer committees, and strong membership base. Ancillary benefits include experiencing incredible historic spaces while working to preserve what makes Austin so unique. This is an opportunity to make a difference!

Direct Supervisor: Executive Director

Basic Function: Develop and implement dynamic programming and communications; manage and grow covenants program; spread awareness for advocacy efforts and initiatives.

Specific Duties:

1. Signature Programming and Educational Events

- Manage annual Homes Tour, including site selection, content development, historic research, and volunteer recruitment/management;
- Manage annual Preservation Merit Awards program, including nominations; juried selection process, Preservation Merit Awards Celebration, and awareness campaigns;
- Plan and implement dynamic, experiential programming and initiatives, as needed.

2. Covenants

- Develop annual covenant management and monitoring process;
- Implement annual survey of covenant properties;
- Manage communications with property owners;
- Review applications for new covenants and for physical changes to covenant properties.

3. Advocacy and Outreach

- Conduct outreach to neighborhoods and cultural constituents citywide, including through formal surveys and public meetings.
- Develop position statements and strategies for engaging organization's audience in advocacy efforts.
- Support organization in coalition-building around advocacy efforts at the local and state levels.

4. Communications

- Manage all social media and website content;
- Edit biannual membership newsletter;
- Manage events promotions and related public relations efforts.

5. Other tasks as assigned.

Qualifications: Master's degree in historic preservation and 3-5 years professional experience preferred. Applicants should have strong writing skills, knowledge of the Secretary of the Interior's Standards for Historic Preservation, and experience in event planning and social media/communications. Demonstrated interest in advocacy and familiarity with the City of Austin's historic resources is a plus. Strong interpersonal, organizational, and communication skills needed.

The Programs and Outreach Coordinator is a full-time position. All candidates should be comfortable working in a small office setting and available to work a flexible schedule which includes some evenings and weekends as needed.

Salary: \$48,000-\$53,000, commensurate with experience

Benefits: Medical, dental, personal, sick, holiday leave in accordance with Preservation Austin policies

Expected Start Date: November 2020

Candidates should submit a cover letter, resume, three professional references, and responses to the following questions to Executive Director Lindsey Derrington (lindsey@preservationaustin.org) by Monday, October 5. No phone calls, please.

Please answer the following in 250 words or less:

1. Describe your experience working in the field of historic preservation.
2. Describe your experience planning events and educational programming.
3. Have you ever applied the Secretary of the Interior's Standards for historic preservation in an educational or professional setting? Please describe.
4. Give an example of a time when you advocated for a cause or issue, be it through community organizing, direct outreach to elected representatives, or through social media.