



STATE OF COLORADO
invites applications for the position of:

Engagement Coordinator with African American/Black Communities of Colorado

This announcement is not governed by the selection processes of the classified personnel system. Applications will be considered from residents and non-residents of Colorado.

CLASS TITLE: NON-CLASSIFIED

LOCATION: Denver, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 1200 Broadway, Denver, CO 80203

SALARY: \$3,700.00 - \$3,900.00 Monthly

OPENING DATE: 07/16/21

CLOSING DATE: 08/06/21 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



History Colorado

HISTORY COLORADO has a strong commitment to diversity, inclusion and cultural competency, because of that, we are continuously seeking to recruit individuals who will enhance this diversity and ultimately the effectiveness of our organization.

We believe that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. History Colorado and the State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified

applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status or any other protected status in accordance with applicable law.

If you are considering a career opportunity with the goal of making a difference, consider joining the dedicated people in the Community Engagement team at History Colorado/the Colorado Historical Society. Our team seeks to engage a statewide community of stakeholders who fully invest in the preservation and celebration of Colorado communities. This position reports to the Director of Community Engagement and is located at the History Colorado Center in downtown Denver. In addition to a great location and rewarding, meaningful work, we offer:

- Strong, secure, yet flexible retirement benefits including a [PERA Defined Benefit Plan or PERA Defined Contribution Plan](#) plus 401K and 457 plans
- [Medical and dental health plans](#)
- Employer supplemented [Health Savings Account](#)
- Paid life insurance
- Short- and long-term disability coverage
- 10 paid holidays per year plus 12 hours of vacation and 6.66 hours of sick leave a month
- [BenefitHub](#) state employee discount program
- [CafeWell](#) employee wellness program
- Excellent work-life programs, such as flexible schedules and more.

DESCRIPTION OF JOB:

Under the supervision of the Director/ Chief of Community Engagement and Equity the Engagement Coordinator with Black Communities of Colorado will work closely with the Community Engagement team to coordinate activities relating to History Colorado's community-based efforts within Colorado's Black community.

The position will focus on providing vital relationship work for History Colorado within the state's Black community. This will entail developing key stakeholder relationships and partnerships through outreach efforts such as community events, advisory committees along with relationship building efforts. Through intentional listening and presenting, the engagement coordinator will seek ways to understand how History Colorado's mission aligns with the needs of Black communities for the co-creation and development of public programming, content development, exhibits and collaborative collections work.

The Community Engagement Coordinator with Black Communities of Colorado will also play an essential role in working with the Museum of Memory initiative, a public history program that coauthors authentic Colorado stories. Through connection with the community, the engagement coordinator will co-create Black led memory projects that foster collective remembrance, collection, preservation and celebration of Colorado's Black heritage and culture.

Duties and Responsibilities:

- Conducts outreach and engagement activities with Colorado Black communities. Is first present and listening as a means to connect, understand and build trust in the community.
- Listens and responds to community needs by making connections to work underway at History Colorado. Find ways to connect with myriad programming, such as podcasts, lectures, tours, educational programs, exhibits and more throughout the History Colorado network of museums and historic sites.
- Cultivates leads for Museum of Memory sites for a Black-led Museum of Memory .
- Conducts Museum of Memory engagement work through organizing community engagement efforts in community for authentic community entry, works with resident teams

- and community partners to carry out oral history work in community and creates a means for celebration within community to offer closure for the Museum of Memory process.
- Works closely with the Curator of African American History and Culture toward the accession of objects, oral histories and artifacts resulting from Museum of Memory efforts.
 - Oversees a team of volunteer community engagement volunteers that may include work study students or interns.
 - Brings an awareness of History Colorado staff positions and student internship positions available to community volunteers.
 - Trains, mentors and supervises student interns and works with independent study students.
 - Works with other University departments and community organizations to create joint collaboration
 - Works closely with the Ballantine Gallery manager toward the co-creation of community based exhibits every four to five years, and connects with program staff for programming such as lectures, tours and events to reflect Colorado's Black/African American experience.
 - Prepares periodic reports, financial statements and records on program activities, progress, status or other special reports for management or outside agencies.
 - Write grants and prepare funding proposals to fund community-based programs.
 - Works with colleagues to deepen understanding of needs of local Black communities
 - Other duties as assigned.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

- Bachelor's degree in Black/African American Studies, Ethnic Studies or African American History or other relevant degree with experience in community organizing, activism, engagement and community development or education. Equivalent experience will be considered in lieu of education requirements.
- Knowledge of Black/African American history and cultural heritage, the history of the American West, cross-cultural sensitivity, and an understanding of museum ethics and best practices. Familiarity with the experiences of Black communities in Colorado, past and present—preferred.
- Personal and professional working relationships with the African American/Black communities in the state—preferred.
- Demonstrated experience in public practice, partnership development, community engagement, public programming, and project management.

Also Required:

- Good communication skills, both written and oral, including evidence of writing and presenting public programs for a variety of audiences.
- Ability to work both independently with minimal supervision and collaboratively in a team environment.
- Knowledge and experience with serving as a lead developer of content for exhibits.
- Experience with information management techniques and database systems used in museums.
- Oversight of departmental operations, including good organizational skills, time management, budget management, facilitating meetings, and professional objectivity.

SUPPLEMENTAL INFORMATION:

- Ability to work occasional evenings and to travel by car or air, typically for periods of less than one week in duration.
- An interest in or training in oral history practices
- Successful candidates must pass a criminal history background check prior to hire.

A pre-employment criminal background check will be conducted as part of the selection process. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from being considered for this position. Should your background check reveal any charges or convictions, it is your responsibility to provide the Human Resources Unit with an official disposition of any charges.

ADAAA Accommodations: Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete the application. To request an accommodation, please contact Dany McCoy (303) 866-2136 or email Dany.Mccoy@state.co.us.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Online is the preferred method of applying for this position.

DEPARTMENT CONTACT INFORMATION:

Dany.McCoy@state.co.us

METHODS OF APPOINTMENT: This position is not part of the classified state personnel system.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.colorado.gov/jobs>

Position #GCA_00000_07_21
ENGAGEMENT COORDINATOR WITH AFRICAN
AMERICAN/BLACK COMMUNITIES OF COLORADO
DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

**Engagement Coordinator with African American/Black Communities of Colorado
Supplemental Questionnaire**

- * 1. What approach do you take when thinking about community engagement? What does authentic engagement mean to you?
- * 2. How would you measure success in this position for yourself/community?
- * 3. What are the most pressing needs of Colorado Black Communities? How could these be addressed from the standpoint of a cultural institution?
- * 4. History Colorado staff has been working together in response to the events that happened last year to discuss as an institutional community the ways in which History Colorado can

advance the work of anti-racism. These grounding virtues are the result of our collective process. Please go to the link below to see the virtues
https://www.historycolorado.org/sites/default/files/media/document/2020/Anti-Racism_Grounding_Virtues.pdf And tell us, how have these guiding principles shown up in your previous work and /or how would you contribute to these virtues in your position at History Colorado?

* Required Question