

## **Site Coordinator – Burwell School Historic Site, Hillsborough, NC.**

### **Overview**

The site coordinator/marketing director at The Burwell School Historic Site provides oversight and support for all aspects related to site administration.

This includes, but is not limited to:

- General administrative tasks to maintain the site in good condition;
- Ensuring timely communications—internally and externally;
- Overseeing site usage;
- Maintaining the site calendar;
- Maintaining administrative databases (e.g., donors, volunteers);
- Assisting in the preparation of grant requests and reports;
- Disseminating event publicity through social media, print, and website;
- Coordinating community & collaborative opportunities promoting growth;
- Compiling & maintaining visitor & event tracking logs.

### **Hiring Procedures & Compensation**

The Site Coordinator is an employee of The Historic Hillsborough Commission (HHC), which owns and operates the BSHS.

The pay rate for the Site Coordinator is \$21.00/hour.

A background check is required. The cost of the background check will be paid by the HHC.

Payroll is processed monthly and paid via direct deposit on the 5th of the following calendar month. The Site Coordinator is a W-2 employee and will receive documentation annually for tax purposes.

### **Hours & Days**

This position is hybrid and currently half-time at 20 hours per week. Depending on funding, the position may be increased to 30 hours/week after July 1, 2023.

Currently, the Site Coordinator is required to be on-site 12-15 hours per week and as necessary. Regular hours are shared bi-weekly with the HHC. Limited night and weekend hours are required during certain meetings & events. This position reports directly to the HHC Chair.

### **Essential Duties and Responsibilities**

The Site Coordinator must be able to work directly with various individuals associated with the site, with community partner agencies, and with multiple HHC committees. Duties are broken down by area of responsibility:

### **Operations**

- Supervise Visitor Services Coordinator.
- Meet weekly with HHC Chair and other staff.
- Coordinate maintenance issues with relevant Commissioners.
- Serve as a liaison between contractors and the site (e.g., landscape services, alarm company).
- Maintain office equipment and software (e.g., computers, printers) to ensure appropriate backup and security. Keep track of all passwords.
- Attend all major fundraising events (e.g., Spring Gala and Auction) at the request of the HHC Chair.
- Coordinate attendance at other HHC events with the HHC Executive Committee.
- Assist with events related to the mission of the Burwell School at the request of the HHC Chair.

### **Marketing**

- Work with relevant Commissioners, committees, and other staff to ensure all marketing materials are created in a timely manner and are consistent with the mission of the site. This includes but is not limited to social media posts and printed marketing materials.
- Manage the website and update as directed by relevant Commissioners and staff.
- Manage email marketing via the existing system (Mad Mimi) and update as needed.
- Prepare, distribute, and post quarterly newsletters.
- Promote special events as needed.
- Submit all planned HHC events to the town's tourism website and other community calendars.
- Submit press releases.
- Create and coordinate with the Commission the building of collaborative partnerships among the community.
- Expand Virtual footprint by tracking online metrics (e.g., social media, website, YouTube) and establishing appropriate goals

### **Administrative**

- Manage events calendar for the site.
- Manage Secretary of State's calendar per Open Meetings law requirements.

- Check post office box (as long as it is maintained) regularly; submitting all donations and invoices to the Finance Coordinator.
- Coordinate weekday checking of the on-site mailbox, voicemails, and website with the Visitor Services Coordinator.
- Develop and maintain the filing system for paper and electronic files, including visitor logs, volunteers, donors, committees, and other operational databases, in coordination with the Finance Coordinator (FC) and Visitor Services Coordinator (VSC).
- File reports, correspondence, contracts, and maintenance paperwork as needed.
- Provide administrative support for fundraising events and programs (e.g., printing and mailing letters).
- Work with other HHC staff in the collection of statistics and compilation of materials required for grant and 3rd-party report requests. Compile and submit grant reports, and attend, at the request of the HHC Chair, grantor meetings. Develop grant applications/reapplications and/or increased funding requests.
- Provide quarterly summary reports that outline completed tasks and attend all full Historic Hillsborough Commission meeting each year.
- Solicit reports from HHC Committee Chairs one-week prior to regularly scheduled HHC meetings. Meet with the HHC Chair at least three days prior to these meetings to compile Committee reports.
- Prepare grant applications, quarterly and year-end reports for Administrative grants (e.g., Tourism Board and Orange County grants). Coordinate attendance at relevant meetings with the HHC Chair.

### **Education and Experience**

- Bachelor's degree or significant experience in an administrative position within an office.
- Proficient in website management (e.g., Square Online, HostGator, etc.) and online metrics.

### **Required Skills**

Proficiency in use of MS Office components: Word, Excel, PowerPoint. Familiarity with (and/or willingness to learn) Quickbooks, web-based communications and social media, and publicity and graphic design software.

- Effective oral and written communication; ability to respond to inquiries and visitors in a well-spoken and polite manner.
- Work well with volunteers, other staff, Commissioners and community partners.

- Familiarity with financial principles and practices in order to assist the Treasurer the Finance Coordinator, and Accounting firm as needed or requested. Experience with Quickbooks is preferred.

**To Apply**

Please email your resume, a cover letter and contact information for three references to [burwellchair@gmail.com](mailto:burwellchair@gmail.com).