Job Announcement: Special Projects Coordinator

July 1, 2020

The National Society of The Colonial Dames of America (NSCDA) seeks a highly motivated project-oriented administrative professional to join the team at Dumbarton House as the Special Projects Coordinator. This person will have the exciting opportunity to support both existing and new initiatives and will be uniquely situated in a position to help advance the programmatic goals and the mission of the NSCDA. This role spans the three mission areas of the NSCDA—preservation, history education, and patriotic service—and will focus primarily on long-term and recurring programs associated with each area.

**Essential Duties & Responsibilities:**

The Special Projects Coordinator will work to support an array of activities integral to the NSCDA’s mission and to raise the bar for the quality and impact of our work. The following responsibilities, each tied to those mission-based project areas, will be undertaken with direction by and in collaboration with the Curator of Special Projects.

1. **Mission Focus: Preservation**

   Provide support for Great American Treasures (GAT), an alliance of historic sites affiliated with the NSCDA. Tasks will include, but not be limited to:
   - Developing a social media calendar for GAT and creating content for the program’s blog and various social media channels, in line with the mission and vision of the program and the NSCDA;
   - Monitoring news and events relevant to member sites and featuring findings as appropriate on the GAT website;
   - Performing routine, minor edits to www.GreatAmericanTreasures.org (familiarity with WordPress highly recommended);
   - Supporting the administration of applications and awards for the two primary museum award programs, the NSCDA Museum Alliance Grant Fund and the Attingham Summer School NSCDA Scholarship.
   - Assisting both internal and external audiences when info or materials relevant to GAT or the awards programs are requested.

2. **Mission Focus: Patriotic Service**

   Tasks will include, but not be limited to:
   - Supporting the administration of applications and awards, including an annual Congressional Seminar Essay Contest and the American Indian Nurse Scholarship;
   - Assisting both internal and external audiences when info or materials relevant to the awards programs are requested.
3. **Mission Focus: History**

Tasks will include, but not be limited to:
- Working with the Collections Manager at Dumbarton House to ensure that resources and documentation related to the NSCDA Sampler Survey and Oral History Project are properly cared for and accessible;
- Assisting with requests that would warrant the use of the NSCDA Archives.

4. **Other**

Supporting and/or contributing to, as needed, other activities associated with both the NSCDA and Dumbarton House, with particular emphasis on supporting and documenting the progress of the mission initiatives in the NSCDA Strategic Plan.

**Desired Knowledge, Skills, & Abilities:**

- Bachelor’s degree, with 1-2 years of administrative or similar experience preferred; Experience in small museums and/or historic houses a plus;
- Must be an excellent and comfortable communicator, both orally and in writing; public speaking and presentation skills a plus;
- Demonstrably strong grammar and writing skills are required;
- Proficient use of social media platforms (Instagram and Facebook, primarily);
- Knowledge of WordPress preferred;
- Tactful, congenial, self-directed, motivated, and proactive;
- Ability to effectively manage competing and changing priorities and thrive in a fast-paced, deadline-oriented environment;
- Excellent customer service skills;
- Skilled use of the Microsoft Office suite including Word, Excel and PowerPoint.

**Compensation & Benefits:**

- 30 hours/week, $20/hour;
- Benefits package includes health, vision & dental insurance; paid vacation & sick leave; elective transportation benefits.

**TO APPLY:**

Send cover letter & résumé to Catherine Nuzum, Curator of Special Projects, catherinenuzum@dumbartonhouse.org, with “Special Projects Coordinator” as the subject line.

No phone calls please.

The NSCDA is committed to equal opportunity for all employees and prospective employees without discrimination based upon race, color, religion, national origin, sex, age, personal appearance, sexual orientation, political affiliation, family responsibilities, disability, matriculation, marital status or any other category protected by law. This policy applies to all aspects of employment with the NSCDA, including, but not limited to recruitment, promotion, compensation, benefits, training and development, access to facilities, discipline, separation of employment and other terms and conditions of employment.