



## Membership and Outreach Coordinator

**The Organization:** The Georgia Historical Society (GHS) is the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. GHS houses the oldest and most distinguished collection of materials related exclusively to Georgia history in the nation. To learn more, go to [www.georgiahistory.com](http://www.georgiahistory.com).

**Summary:** The Membership and Outreach Coordinator is responsible for, under the guidance of the Education Manager, GHS membership and outreach programs and initiatives such as the Membership and Affiliate Chapter Programs, activities related to K-12 education such as *Georgia History Festival*, lectures, workshops, and other programs and events. This is a full-time position based in Savannah, Georgia.

**Job duties and responsibilities:** The statements below describe the scope of responsibilities and essential job duties of this position but should not be considered an all-inclusive listing of work requirements. Incumbent may perform other duties as assigned.

- Coordinate membership acquisition and renewal efforts. Handle member services such as payment processing and acknowledgement as well as premium fulfillment. Work with others to create and implement member cultivation and upgrade strategies; analyze and recommend modifications to the membership program as needed. Manage direct mail campaigns and membership promotions. Attend/assist with coordination of membership recruitment parties and events. Enter membership information into Salesforce. Help keep records in Salesforce current by updating addresses from returned mail. Respond to requests to fill, ship, invoice orders for books, videos, image requests, and other merchandise. Monitor postage machine and replenish funds as needed.
- Manage Affiliate Chapter Program. Responsibilities include responding to inquiries about the program; cultivating new affiliate members; maintaining relationships with existing affiliates; responding to affiliate chapter requests for services; gathering content and creating a regular newsletter as necessary, working with other GHS staff to develop and coordinate affiliate-focused programs; and encouraging affiliate chapters to preserve and share local history.
- Provide support to the Education Coordinator for student-focused resources, programs, and workshops. Responsibilities include assisting in the development, implementation, and presentation of specific programs and resources for teachers and students in coordination with the Education Manager; assisting with outreach to identified educators; and working with Education Manager to organize elements of the Georgia History Festival to include classroom materials and programs, the Georgia Day Parade and annual banner and art competitions.
- Provide support to General Public Programming and Publications. Responsibilities include coordinating communication with potential and selected/registered program audiences; ordering books and supplies for educational programs; scheduling meetings; producing and managing mailings, etc. Manage public requests for GHS staff presentations to outside groups. Under the direction of the Senior Historian, assist with the timely

development and delivery of publications such as *Georgia History Today* (GHT) to include managing the organization and editing of the GHT. As needed, develop, and maintain records related to publications such as GHT and the *Georgia Historical Quarterly*. Work with other staff to assist with event coordination including food pick-up, set-up, and clean-up, and return or disposal of goods. Staff GHS programs as needed. Assist with outreach for public programs as needed. Under the guidance of others, assist with the annual review and inventory of program and event collateral.

Supervisory Responsibilities: N/A.

Qualifications:

*Knowledge, skills, and abilities:* Position requires poise, tact, and diplomacy as well as a demonstrated ability to work independently and as a part of a team. Ability to organize and to prioritize work and to act with initiative and good judgment required. Ability to deliver instruction. Successful candidate must be a self-starter with flexibility and a willingness to get the job done. Excellent writing, editing, and proofing skills along with excellent problem solving, interpersonal, and communication skills required. Must be able to handle multiple, concurrent tasks in an effective manner. Must be able to work well under pressure and with strong attention to detail. Interest or training in K-12 education including pedagogy, classroom management, or instructional experience. Knowledge of synchronous meeting software/platforms. Knowledge, interest, or training in teaching educational standards. Strong computer skills, including advanced knowledge of MS Office (especially MSWord, Excel, and Outlook – Publisher a plus).

*Education:* A Bachelor’s degree from an accredited college or university.

*Experience:* Two to four years of work-related experience.

To Apply

Send cover letter and resume to:  
Membership and Outreach Coordinator  
Georgia Historical Society  
104 West Gaston Street  
Savannah, GA 31401  
Fax: 912.651.2831  
Email: [jobs@georgiahistory.com](mailto:jobs@georgiahistory.com)

*No phone calls please*