

**Partnership Project Coordinator
African American Cemetery Grant Project
(Independent Contractor)**

The Project: PA Hallowed Grounds (PAHG) in partnership with Preservation Pennsylvania has received grant funding from the National Trust for Historic Preservation and the 1772 Foundation to assist in conserving African American cemeteries in Pennsylvania. PAHG has identified over one hundred cemeteries in the Commonwealth telling important stories of an underrepresented part of our history. These sites are also the final resting place of Black veterans, including many of the 8,612 Pennsylvania men who served with the United States Colored Troops. Many of these sites are threatened by underfunding, development, and changing demographics. Many are cared for by cemetery stewards who are aging, limited in numbers, and in need of funding for critical projects. This grant program will help address these issues in 2023.

The Position: The Partnership Project Coordinator is an eight-month independent contractor that will assist Preservation Pennsylvania, Pennsylvania Hallowed Grounds and the 2023 Grant Recipients of the Pennsylvania African American Cemetery Assistance Project. The contractor will communicate and build partnerships with cemetery stewards, funders, the PAHG Grants Advisory Committee, and other interested parties. A particular focus of this role will be engaging internal and external stakeholders, the collection and collation of information on the progress of the grant projects, using the PAHG website and social media, and planning/coordinating partnership meetings and events. The Partnership Project Coordinator will be under contract with Preservation Pennsylvania and will report to Preservation Pennsylvania and the Board of Directors of Pennsylvania Hallowed Grounds.

Contract Position: 8 months (Part-time) \$2,500 per month (Approximately 500-600 hours total anticipated) This is a contract position with no benefits. A 1099 will be issued and the contractor is responsible for applicable taxes. The position is an eight-month contract with Preservation Pennsylvania. The contractor will report to both the Executive Director of Preservation Pennsylvania and the Board of Directors of Pennsylvania Hallowed Grounds(PAHG). The contractor will work remotely using his/her/their own computer and cell phone. Microsoft Office Suite license, dedicated phone number that will forward to cell phone and Preservation Pennsylvania email address available if desired. Availability for Zoom meetings is required. In-person meetings are not required.

This position is grant funded. There is no expectation that this position will continue beyond the close out of these grants (December 2023).

Key Responsibilities/Outcomes:

- Help build an African American cemetery stewards' network by staying in communication with cemetery stewards and other interested parties across Pennsylvania.
- Manage a mailing list and database of both stewards and parties of interest.
- Update PAHG website with information on African American cemetery conservation and link to Preservation Pennsylvania's website.
- Prepare social media posts on the work of African American cemetery grantees and other cemetery conservation stories in Pennsylvania.
- Track status of cemetery conservation grants and requests for direct assistance
- Coordinate the PAHG African American cemetery advisory committee.

Timeframe:

March 2023	Select Contractor
April 2023	Contractor Begins
November 2023	Contract Ends

Selection Criteria

- Experience in the field of partnership management, coordination, and communications
- Experience and/or interest in African American heritage
- Ability to communicate and write informational material.

Skills

- Competence with Microsoft Office Products
- Basic website management including WordPress
- Facility for common social media platforms
- Management of mailing lists and other data platforms

A College degree is preferred as well as demonstrated communication skills. Experience with African American heritage is a plus.

To Apply

Please submit a letter of interest outlining relevant interests, experience, and qualifications. Please include a resume or CV.

Send all materials to : info@preservationpa.org

DEADLINE: March 15, 2023

Preservation Pennsylvania is an inclusive workplace that affirmatively values diversity in all its forms. We strongly encourage all qualified candidates to apply.