

Outreach and Communications Coordinator: Position Description and Timeline:

Research BIPOC History (RBH) in collaboration with the School of the Museum of Fine Arts at Tufts University (SMFA) seeks to fill a short-term position to participate in a new community research project.

Research BIPOC History (RBH) is a grassroots effort dedicated to researching, recognizing, and honoring the history, humanity, and contributions of the enslaved individuals who lived in and around historic Bristol County, RI and Mass, from its founding in 1680 to the Civil War. Please visit <https://www.researchbipochistory.org/> for more information on the project.

The Outreach and Communications Coordinator will be involved in convening the project's Descendant Advisory Council and working with them to formulate and enact the best methods for descendant outreach. The coordinator will then employ these methods to co-design community workshops and outreach programs. As outreach is part of the Participatory Action Research (PAR) methodology of this project, the coordination of outreach will be particularly important in understanding how Descendants and stakeholders are engaging with the research material; the Outreach and Communications Coordinator will be on the front lines of this process.

The position averages ~6-7 hours a week over the project period, which is expected to extend from February through December, 2024. The position will include participation in hybrid meetings (occasionally with an in-person option on the Medford Tufts campus or in Bristol, RI) with the project team and the Descendant Advisory Council. Primarily, the Coordinator will be working remotely on their own and/or in tandem with the Assistant Outreach Coordinator.

Compensation for the Outreach and Communications Coordinator position will range from \$40-\$45 per hour based on experience, no benefits offered.

Responsibilities

- Coordinate outreach and communication with and between RBH and the project's Descendant Advisory Council Members
- Based on recommendations from the Descendant Advisory Council, coordinate and support logistics of workshop design & implementation
- Participate in periodic check-ins on project's progress
- Participate in Descendant Advisory Council Meetings
- Design & create communications materials
- Design, implement, and evaluate the project's outreach programs
- Manage Student Assistant Outreach Coordinator

Skills

- Excellent time management skills
- Strong skill in data and information gathering and compiling
- Strong organizational skills and attention to detail
- Strong interpersonal skills
- Ability to work with databases, spreadsheets, and other data management tools

- Familiarity and/or experience with Squarespace web design interfaces, social media platforms including Instagram and Facebook, and subscriber contact programs including Mailchimp and Constant Contact
- Experience with drafting marketing and outreach materials

We particularly welcome candidates with the following characteristics:

- Strong record of commitment to diversity, equity, inclusivity and justice seeking efforts
- Ability to take initiative and self-direct one's work
- Experience and/or skill in discussing issues related to racism and "hard history"
- Ability to adapt and/or flex to support a community research project that is responsive to potentially changing needs and conditions

General anticipated timeline for the overall project (may shift):

February 2024:

RBH Team onboards the Outreach Coordinator and introduces them to the project's activities.

February through May 2024:

Compile Stakeholder contact list

March 2024:

Attend first meeting of the Descendant Advisory Council (topic: locating stakeholders)

May 2024:

Attend second meeting of the Descendant Advisory Council (topic: designing outreach/focus group programs)

May-August 2024:

Wok with RBH volunteers to design outreach programs based on meeting with advisors

August 2024:

Attend third meeting of the Descendant Advisory Council (topic: finalize outreach programs, community-building & communications strategies)

September-December 2024:

Assist RBH in hosting Community Engaged Outreach Programs

November 2024:

Attend final meeting of the Descendant Advisory Council (topic: -debrief outreach programs & final outcomes)

December 2024:

Conduct Final Assessment in concert with RBH volunteers

Sample potential deliverables and related conditions:

- Presentation of data collected and format in which it is compiled with Assistant Outreach Coordinator and RBH volunteers (online)
- Draft communications, flyers, social media posts as needed throughout the project period
- Create synthesis and summary of data collected throughout the project period
- Data collected and analyzed through this research project will remain housed and controlled by RBH volunteers

To Apply:

Please send a Resume and Cover Letter to: ResearchBIPOCHistory@gmail.com with the subject line: "Application for Outreach & Communications Coordinator Position".

Applications will be accepted until the position is filled.

Please contact Kendall Reiss (kendall.reiss@tufts.edu) with any questions regarding this position.