

Job Opportunity: Lead Facilitator, Community History

The New Jersey Council for the Humanities (NJCH) has an exciting part-time employment opportunity (contract) for someone with a passion for public history and for engaging diverse communities in the preservation, study, and sharing of their past! The Lead Facilitator for NJCH's Community History program will work closely with NJCH staff, who will provide program guidance and administrative support, and with a small cohort of individuals from communities around New Jersey. The position will pay \$7,000 for 10-15 hours per month from January-December 2023 with the possibility of renewal.

About the New Jersey Council for the Humanities

At NJCH, the nonprofit partner of the National Endowment for the Humanities for the state of New Jersey, we explore, cultivate, and champion the public humanities in order to strengthen New Jersey's diverse community. How do we do this? By enabling public programs and humanities experiences that deepen our understanding of ourselves and our world. NJCH is a program provider, partner, granter, convener, and innovator. We work with statewide and community organizations to bring exciting programming to the local level. NJCH's mission, impact, and staff and board members listings can be found at <https://njhumanities.org>.

The Community History Program

Launched in 2021, Community History allows participant organizations to learn practices in community-engaged public history while developing their own projects in their local communities. The program consists of monthly learning sessions attended by all participants, individual meetings with program staff, and community-based project work. During the program, participating organizations will build a new history project with support from the cohort and funding from NJCH. With a core goal to expand representation in public history, Community History targets organizations that are not history-missioned and do not have consistent access to professional historians.

About the Position

The Lead Facilitator leads learning sessions, engages guest speakers, conducts individual meetings with participant organizations, and works closely with NJCH staff to develop and adapt program curriculum based on the cohort's needs. The Lead Facilitator works closely with and reports to NJCH's Director of Programs. You can read more about the program and view past participants at <https://njhumanities.org/programs/community-history/>.

The 2023 Community History program will run on a hybrid schedule, with two in-person workshops taking place in February and March, then cohort meetings taking place monthly via Zoom through October 2023. The program will culminate in an in-person showcase in late October. Individual meetings with participant organizations will normally take place virtually, though they may take place in person if agreed upon by all participants.

A Successful Candidate Will Show:

- A commitment to the mission, values, and goals of this program and more broadly to the mission of NJCH.
- A minimum of 5 years of experience leading public history work and/or teaching public history at the college and university level. NJCH welcomes practitioners from non-academic

backgrounds to apply for this position, including public scholars unaffiliated with an institution and experience in lieu of terminal degree.

- A broad familiarity with the field that will enable you to identify relevant guest speakers and provide case studies for the program is essential. Familiarity with New Jersey's history would be beneficial.
- A commitment to broadening representation in history and willingness to work with non-history-based institutions.
- The ability to lead learning sessions that teach best practices in public history, community-engaged history work, and related topics.
- A desire to work collaboratively to build this program.
- Candidates based in or around New Jersey preferred. Travel within New Jersey for in-person workshops and showcase is required.

Time and Compensation

The Lead Facilitator can expect to work approximately 10-15 hours per month on this program throughout 2023, with the following primary responsibilities:

- Evaluating program applications and participating in cohort selection (January 2023).
- Leading two full day, in-person workshops in February and March. Available dates:
 - Saturday, February 18, or Monday, February 20.
 - Saturday, March 18, or Saturday, March 25.
- Leading monthly, Zoom-based cohort meetings. These meetings will take place on weekdays (Mon-Thurs) for two hours between 3:00 and 7:00 pm, depending on the availability of the facilitator, and are conducted during the weeks of May 15, June 12, July 10 or 17, August 14, September 11 or 18, and October 2 or 9.
- Participating in the Community History Showcase to take place in late October 2023.
- Conducting regular meetings with each participant organization. The regularity of these meetings will depend on the needs of each organization, but generally take place monthly or every other month and last 30 minutes to one hour.
- Participating in regular meetings with NJCH staff.
- Basic administration of the program, including reviewing written work from participant organizations, regular communication with participants, assisting with evaluation and communication of the program.

This is a remote, contract position for one year (January-December 2023), with an option to renew for future years. Total compensation: \$7,000.

How to Apply

Please send a letter describing your interest in and qualifications for this program along with a resume or CV to Gigi Naglak, Director of Programs, at gnaglak@njhumanities.org.

The most competitive applicants will have considerable experience working on publicly oriented history programs for different audiences. A commitment to raising up underrepresented voices and deeply engaging with diverse communities through the humanities is essential to this position.

Review of applications will begin in late November and continue until the position is filled. We hope to have this position filled and contract in process by the end of 2022.