



Job Posting

Position	Department	Reports to	FTE	FLSA Class
Coordinator of Winona History Center	School of Arts & Humanities	Director of Winona History Center	.36	Non-exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964. Regular attendance is both expected and essential to the job.

Provide support to Director of the Winona History Center, including overseeing day-to-day activities; scheduling and recruiting volunteers; meeting with public; updating website; coordinating record keeping; updating exhibits; managing budget and merchandising; and coordinating publicity.

Essential Responsibilities:

- A. Volunteer recruiting and scheduling – recruit, train, and schedule volunteers to staff the center; coordinate with Grace students for applied learning
- B. Record keeping – work with director to keep website up-to-date and maintain accurate records.
- C. Exhibit maintenance – work with the Director in updating and adding new exhibits.
- D. Meeting with public to give tours and field trips; schedule special events
- E. Managing budgets – work with the director to manage budget for center and exhibits; increase merchandise sales and products.
- F. Coordinating publicity – advertise when appropriate and make/maintain connections with individuals, merchants, and organizations in Warsaw/Winona Lake and surrounding areas. Update literature and communication pieces.
- G. Work with the Director in helping to implement the Sunday Home and Winona History Center renovations.
- H. Working with the Director on fund raising.
- I. Other work as needed.

Qualifications:

A. Minimum:

1. Education – Bachelor's degree
2. Work related experience – working knowledge of Microsoft Office and Gmail; experience supervising volunteers
3. Interpersonal skills – strong communication skills; ability to work independently
4. Strong Christian faith, commitment and volunteer service experience.

B. Preferred:

1. Education – Bachelor's degree or higher in field
2. Work related experience – previous work in museum or archive



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Status: Part-Time; Non-Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

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