



Career Opportunity

April 16, 2021

**Community Outreach Coordinator
(Historian/Archaeologist & Preservationist III)**

Position#00084

Location:

**2801 Kensington Ave
Richmond, VA 23221**

Maximum Hiring Range

\$46,087 - \$64,618

Position Description

The Department of Historic Resources (DHR) has a great working culture, allows for telework/flex schedules and is a learning environment that allows individuals to thrive in their careers. DHR is seeking a self-motivated preservation professional to manage its outreach to African American and indigenous communities with the goal of identifying, evaluating and protecting historic resources associated with these constituencies. The position offers a career opportunity for an individual to design a program to increase outreach and recordation of historic sites associated with African American and Native American communities. This new initiative will require the development of an internship program in partnership with Virginia HBCU's, a targeted survey grants program and other strategies to enhancement site information in VCRIS. Duties: Collaborate with all agency divisions to deliver programs and services to African American and Native American communities; develop and implement education and outreach programs in a variety of media to enhance the agency's knowledge of resources associated with African and Native American history; increase participation of these constituencies in the preservation of historic properties; build alliances with various organizations and groups and partner on joint initiatives and projects; make presentations and participate on committees; manage, mentor and inspire staff, interns and volunteers; and achieve the goals of the agency. Additional duties may be assigned.

Qualifications Guide

Applicants must meet the *Secretary of Interior's Professional Qualifications Standards* in History, Architecture, Architectural History or Archaeology through an advanced degree in archaeology, anthropology, history, architecture, architectural history or a closely-related major. Comprehensive knowledge of the history and/or architectural history of Virginia and/or the Mid-Atlantic Region; working knowledge of state and federal preservation regulations and guidelines required. Demonstrated experience in community outreach and working with diverse audiences; firm comprehension of general historic preservation concepts and programs and the ability to relate cultural resource management to the agency's larger historic preservation mission; ability to build and cultivate partnerships and collaborations with diverse group of stakeholders, including property owners, local governments, nonprofits, state and federal agencies. Strong organizational planning, problem-solving, and collaboration skills are a must. Strong writing and communications skills and the ability to work effectively with other organizations and diverse audiences. Proficiency utilizing Microsoft Office. Progressive professional experience managing preservation core program areas (survey, register, etc.) and supervising professional staff strongly desired. The selected candidate will be required to complete a criminal background check and file a State and Local Statement of Economic Interests as a condition of employment. A valid driver license is required.

Application Requirements

To be considered for this position a completed state application must be received through the on-line employment system by FRIDAY, MAY 21, 2021 at <http://jobs.virginia.gov/>.

EOE

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.