

PROGRAM COORDINATOR



Part-Time

Rivers of Steel Heritage Corporation, managers of the Rivers of Steel National Heritage Area, is seeking a part-time program coordinator to manage a new Creative Leadership Program in partnership with the city of Monongahela, Pennsylvania.

POSITION DESCRIPTION

The program coordinator will work closely with both Rivers of Steel leadership and Monongahela City representatives to assist the project team in crafting a program action plan for the city that accomplishes specific placemaking and connectivity goals set forth by the community. This is a three-year appointment with the potential for extending. The program coordinator's primary responsibility is to manage the Creative Leadership Program (described below). This individual will serve as point of contact for all affiliated parties, coordinate and schedule all necessary committee-planning meetings, and maintain detailed notes on each meeting. The program coordinator will work with the project team and third-party planning consultants to facilitate the program action planning process and provide weekly updates to the arts director. Once planning is complete, the program coordinator will work directly with the Monongahela project team to implement public programs and activities, contract with artists, and collect program data / demographics for reporting purposes. This position will also include occasional project management duties including budgeting, events planning and oversight of contract workers. Occasional weekend hours should be expected.

The program coordinator position will be based in the city of Monongahela, with office and workspace and should expect frequent travel between Monongahela and Rivers of Steel's offices in Homestead, Pennsylvania. All mileage will be reimbursed based on current Government Services Administration (GSA) rates for personally owned vehicles. Personal transportation is required for this position.

The program coordinator reports to the arts director and works collaboratively with fellow arts staff as well as staff from other RSHC departments as appropriate. The program coordinator will perform other duties and responsibilities as required.

QUALIFICATIONS & REQUIREMENTS

Qualified candidates will possess the following attributes:

- Experience working on community-driven projects and community development.
- Must hold a valid Pennsylvania Driver's License
- Excellent interpersonal, communication, time management and organizational skills.
- Demonstrated ability to prioritize and achieve objectives efficiently
- Arts and/or events planning experience
- Five years project / program management experience
- Experience managing grant-funded projects and assisting with reporting requirements
- Experience working with stakeholders from varying sectors and backgrounds
- General understanding of and interest in the region's industrial heritage and familiarity with challenges faced by communities in the Monongahela Valley

**RIVERS
OF STEEL**

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POSITION COMPENSATION & DETAILS

- This is a part-time position.
- Competitive hourly rate
- Twenty – twenty-five hours per week
- All employees are required to be fully vaccinated for COVID-19 or submit to a weekly COVID test.
- Must have or be able to obtain Pennsylvania Act 33/34 and FBI clearances.

ABOUT THE CREATIVE LEADERSHIP PROGRAM

The Creative Leadership Program provides Rivers of Steel Heritage Partners with leadership training, professional development, best practices, consulting, administrative and financial support to help kick-start creative placemaking and heritage tourism in their communities. Participants in the program will develop and pilot a unique program action plan to accomplish specific goals for their community. Rivers of Steel will support the implementation of these plans over a multi-year period providing personnel, funding and strategies for sustaining these programs into the future.

ABOUT RIVERS OF STEEL

Founded on the principles of heritage development, community partnership, and a reverence for the region's natural and shared resources, Rivers of Steel strengthens the economic and cultural fabric of western Pennsylvania by fostering dynamic initiatives and transformative experiences.

Rivers of Steel showcases the artistry and innovation of our region's industrial and cultural heritage through its historical and 21st-century attractions—offering unique experiences via tours, workshops, exhibitions, festivals, and more. Behind the scenes, Rivers of Steel supports economic revitalization, working at the grassroots level to deepen community partnerships, promote heritage tourism, and preserve local recreational and cultural resources for future generations.

APPLICATION INSTRUCTIONS

Please provide a detailed resume and cover letter delineating your relevant experience to employment@riversofsteel.com.

Applications will be accepted until the position is filled; however, applications received on or before June 1, 2022 will receive priority consideration. Only applicants most closely qualified for the position will be contacted for an interview.

Rivers of Steel is an equal opportunity employer and does not discriminate in hiring, transferring, promoting, terminating, paying, training, benefits, or other actions affecting employees. Rivers of Steel does not make any personnel decisions based on race, color, sex, age, national origin, religion, ancestry, marital status, veteran's status, non-job related disability or handicap, or other prohibited criteria.

