



## Community Engagement Coordinator

Preservation Buffalo Niagara, Western New York's only full-service, professionally-staffed preservation non-profit seeks to hire a Community Engagement Coordinator to raise awareness of and meaningful interaction between PBN and the community we serve, including:

- Overseeing the organization's membership program and creating meaningful opportunities for our members to participate in and support various preservation initiatives;
- Overseeing the organization's dynamic tour program, including supporting our docent corps and developing new tour opportunities;
- Working closely with senior management in planning and executing the organization's special events and fundraising initiatives, including sponsor cultivation and coordination;
- Coordinating public relations efforts with the support of senior management including the writing and distribution of press releases, and creating and maintain a strong social media presence;
- Overseeing member communications, including but not limited to e-newsblasts, quarterly printed newsletters, and program mailers;
- Assisting with general office work (i.e. scheduling, filing, phone answering) and administrative duties as assigned to advance the mission of the organization.

The Community Engagement Coordinator will be a self-motivated, creative, organized individual, capable of functioning in a fast-paced, dynamic environment. While a direct degree in urban planning, architecture, or historic preservation is not required, the Community Engagement Coordinator will have a strong interest and love for Buffalo, Western New York, and the myriad of diverse communities therein. Demonstrated interest in our built environment and on community building will be considered a strong plus.

### Qualifications:

- Bachelor's degree plus two years or Associate's degree plus four years of experience in public relations, marketing, communications, American history, urban planning or historic preservation or a related field;
- Excellent written and oral communications skills;
- Strong familiarity with various types of social media;
- Strong experience in Adobe Creative Suite;
- Ability to manage multiple tasks at the same time and be highly self-organized;
- Team-oriented with strong collaboration skills.



Position is full time; salary commensurate with experience, expected to be in range of 32,000 – 35,000 annually. This position has opportunity to grow over time.

Please submit a resume, cover letter, writing sample, and a visual communications product (can be a sample social media post, brochure, portfolio sample, etc.) to Jessie Fisher, Executive Director at [jfisher@pbnsaves.org](mailto:jfisher@pbnsaves.org) or 617 Main Street, Suite 201, Buffalo, New York 14203. Applications will be accepted until the position is filled, but interviews will be scheduled starting the week of April 1.