



Posting For Black Histories Project Coordinator - Contract Position

The London Black History Coordinating Committee (LBHCC) in partnership with the London & Middlesex Heritage Museum (L&MHM) – Fanshawe Pioneer Village, is recruiting for a Black Histories Project Coordinator.

Black history refers to the stories, experiences, and accomplishments of people of African origin. Black history did not begin in recent times in Canada, but in ancient times in Africa. People connected by their common African history and ancestry have created Black history here. The African Canadian population is made up of individuals from a range of places across the globe including the United States, South America, the Caribbean, Europe, Africa, and Canada.

About the Job

- Reporting to and collaborating with the LBHCC Executive Committee and L&MHM Executive Director, the Project Coordinator is responsible for supporting the planning and ongoing operating activities of the LBHCC, particularly:
 - Attaining provincial or federal incorporation of LBHCC under the Not-for-Profit Corporations Act
 - Working closely with the LBHCC, specifically, the Chair and Secretary and Event Chairs and acts as a liaison between the above-mentioned groups
 - Scheduling LBHCC meetings, ensuring minutes are kept, developing and maintaining a calendar of events, supporting and assisting LBHCC volunteers with various tasks.
 - Identifies opportunities in areas such as fundraising, community, and media relations.
 - Engage with the community to provide educational programs and activities that increase public understanding of the diversity and histories of London's Black communities and support research and programming of the African Methodist Episcopal (AME) Church at the Village.

Primary Responsibilities:

- Researching and leading the initiative to incorporate the LBHCC as a not-for-profit organization
- Developing, documenting, and implementing policies and procedures needed for formalizing a new organization
- Administrative support of LBHCC activities including: day-to-day management of resources and tasks, organizing and attending meetings, taking minutes and providing monthly and quarterly reports
- Create and maintain administrative and communications templates
- Ensure that all project activities are delivered on time, within scope and budget.
- Day-to-day management of resources and tasks, organizing and leading/attending meetings, implementing and monitoring activities.
- Act as primary contact person for community inquiries for programming and activity requests to the LBHCC and coordinate scheduling of engagements
- Coordinating research on London Black Histories
- Assisting the LBHCC in the delivery of community presentations and special events
- Coordinating promotional awareness initiatives such as social media posts for LBHCC activities or events
- Work with LBHCC to develop a detailed project implementation workplan, involving all relevant collaborators and ensuring feasibility
- Track work activities and project status
- Liaise with L&MHM on programming offered at the AME Church, and sharing Black Histories around the Village
- Perform other duties as required

Required Skills:

- Strong organizational skills and attention to detail in all aspects of work
- Ability to self-motivate, work independently, multi-task and prioritize effectively
- Proven ability to work under pressure
- Demonstrated written and verbal communication skills to gather information and share it accurately, clearly and concisely.
- Demonstrated relationship-building skills, both internally and externally.
- Outgoing, persistent, and energetic
- Effective communication and interpersonal skills; able to manage requests and complaints in a professional, non-confrontational manner
- Creative problem-solving skills, capacity for innovation.
- Ability to identify issues and gaps and propose solutions
- Robust research skills
- Knowledge of project management methodologies, tools, and lifecycle
- Proficient computer skills, including experience using Google product applications, Microsoft Office Suite (Word and Excel), and database management.

Education

- A minimum of 2-year diploma from a recognized post-secondary institution in business administration, non-profit management, communications, project management or similar.
- Equivalencies of education and experience may also be considered.

Preferred

- CAPM, PMP or its equivalent.
- Familiar with London's Black communities and Fanshawe Pioneer Village
- Minimum two years of experience in project management
- Minimum two years of experience working in an administrative role a non-profit environment

Contract Duration & Rate of Pay:

This is a one-year contract position commencing July 2024, until June 30, 2025. Work will be based in the administration offices of Fanshawe Pioneer Village. The potential for a hybrid office/remote-work may also be considered. The wage range for this position is \$22.53-25.34/hour, based on 30 hours per week.

Additional Information

The London Black History coordinating Committee was formed out of a desire to increase awareness of Black History, especially during Black History Month activities in the London area. The Committee is dedicated to providing programs and services that will increase public understanding of the diversity and history of London's Black community.

Given the significance of this project to members of Black Community, hiring a candidate representative of this community is a priority for this project.

How to Apply:

Deadline for Applications: June 30, 2024

Interested candidates are requested to submit a resume including a cover letter by e-mail to:

Carl Cadogan, London Black History Coordinating Committee – Chair carlcadogan@gmail.com

Please Note:

- Accommodation will be provided in all parts of the hiring process as required under the Accessibility for Ontarians with Disabilities Act (AODA), Integrated Accessibility Standards. Applicants need to make their needs known in advance. The London & Middlesex Heritage Museum is an equal opportunity employer.
- We thank all those who apply, but only those applicants selected for an interview will be contacted.
- Public transportation to the site is unavailable, the Museum is not on a public transit route. Applicants must arrange their own transportation.