



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 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.