

Winchester Historical Society

Community Coordinator

Position: Three-year grant-funded position, part-time, 20 hours/week

Reports to: President, Winchester Historical Society

Salary Range: \$32-35/hour, commensurate with experience

Location: Sanborn House, 15 High Street, Winchester, MA 01890

THE WINCHESTER HISTORICAL SOCIETY

At the Winchester Historical Society, we believe history is the backbone of our community—connecting our past to our present and inspiring future generations. Our mission is to preserve and celebrate Winchester's rich, evolving story and actively share it with the public. As proud stewards of the Sanborn House Historical and Cultural Center, we manage this historic estate and keep it open to the public. We are actively transforming this beautiful property into a lively hub for culture, learning, community gatherings, as well as private events. We are a forward-looking organization dedicated to education, engagement, and preservation, and we are looking for passionate people to help us shape our shared legacy.

POSITION SUMMARY

The Community & Cultural Engagement Coordinator is a new, part-time role focused on raising the Society's public profile, deepening relationships with local residents and organizations, and growing membership. This person will be one of the Society's key outward-facing voices—building visibility through media, social platforms, partnerships and events, and working closely with the Education Coordinator to develop public programming that promotes an appreciation of town history. The programs will increase awareness of the Sanborn House as an elegant event rental space available for private parties as well as community group meetings and fund-raising events.

KEY RESPONSIBILITIES

Marketing

- Develop a strategic marketing plan to increase membership and use of the Sanborn House
- Under Board direction, implement the marketing plan and track results

Public Relations & Communications

- Draft and distribute press releases, media alerts, and community announcements
- Manage the Society's social media presence (posting, responding to comments/messages and coordinating historical content with the Education Coordinator)
- Maintain relationships with local newspapers, radio, and community newsletters

Community Outreach & Partnerships

- Build relationships with local businesses, civic groups, schools, libraries, and other cultural organizations
- Represent the Society at community events, Chamber of Commerce meetings, and town functions
- Identify co-programming or cross-promotion opportunities with partner organizations

Events Support

- Assist with planning and promoting public programs, open houses, and fundraising events
- Coordinate volunteer support for outreach events as needed

REQUIRED QUALIFICATIONS

- BA or equivalent professional experience in communications, community engagement, public history, marketing, or related field.
- 2+ years of experience in community relations, marketing, membership development, nonprofit engagement, or a related field
- Strong written and verbal communication skills
- Competent with social media platforms (Facebook, Instagram, etc.) and basic graphic/content tools
- Self-starter who can work independently in a small-organization setting

Preferred

- Interest in local history, museums, or cultural heritage
- Familiarity with the local community

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

The Coordinator works primarily in the Sanborn House Historical & Cultural Center, managed by the Winchester Historical Society. Some evening and weekend availability is required for programs and events. The Sanborn House is an historic building with multiple floors. The candidate must be able to manage stairs.

BENEFITS

Non-exempt position with 4 weeks/year of paid time off

HOW TO APPLY

To apply, please submit the following materials to curator@winchesterhistoricalsociety.org with the subject line "Community and Cultural Engagement Coordinator Application — [Your Name]."

- Cover letter describing your interest in the position and relevant experience
- Resume or curriculum vitae
- Contact information for three professional references

Application deadline: Applications will be considered as received. The successful candidate will begin work in mid-September or on October 1st.

The Winchester Historical Society is an equal opportunity employer and values diversity in its workforce.