



## JOB POSTING: PROGRAM OFFICER

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### ORGANIZATION

Humanities Texas, the state affiliate of the National Endowment for the Humanities, conducts and supports public programs in history, literature, philosophy, and other humanities disciplines. These programs improve the quality of classroom teaching, support libraries and museums, and create opportunities for lifelong learning in the humanities throughout the state.

### PROGRAM OFFICER

Humanities Texas seeks to hire a program officer who will report to the organization's executive director but work closely with other staff. Candidates should be highly organized, efficient, and detail-oriented. They should be able to work independently as well as part of a team; relate comfortably to a broad spectrum of people; and build successful relationships with board members, educators, scholars, and other Humanities Texas constituents.

This full-time position features an excellent benefits package, including health, dental, life, and disability insurance and a 403b retirement plan.

### SPECIFIC RESPONSIBILITIES:

The program officer will be primarily responsible for:

- planning and organizing events relating to the Humanities Texas Board of Directors, including semi-annual board meetings.
- managing communications with current and former board members.
- planning and organizing online and in-person professional development programs for classroom teachers.
- assisting with the administration of the Outstanding Teaching Award program.
- coordinating and participating in annual congressional advocacy meetings.

Other duties will include:

- providing administrative support for the executive director.
- maintaining a calendar of internal organization activities and program events.
- assisting with Humanities Texas communications, including in-house publications, press releases, and annual reports.
- coordinating program intern and work study student schedules.

The position will require some general administrative responsibilities; occasional weekend work; in-state travel; and, at peak periods, support of other Humanities Texas programs.

## MINIMUM REQUIREMENTS

- BA/BS degree, preferably in the humanities
- Demonstrated ability to manage multiple tasks, prioritize work, maintain deadlines, and produce high-quality work
- Excellent written and verbal communication skills
- Excellent project management skills
- Ability to work collegially with fellow staff and to establish service-oriented, helpful relationships with Humanities Texas partners and constituents
- Proficiency with word processing, email, spreadsheet, database, and communications software
- Interest in and enthusiasm for the humanities

## PREFERRED QUALIFICATIONS

- Administrative experience
- Familiarity with the state of Texas
- Experience with Filemaker Pro and Adobe Creative Suite.

## SALARY

Annual salary of \$42–45K commensurate with experience.

## HOW TO APPLY

Please email resume, cover letter, and names of three professional references (all in PDF format) to [jobs@humanitiestexas.org](mailto:jobs@humanitiestexas.org) and specify “program officer” in the email subject line. Preliminary review of applications will begin immediately.

Candidates who are contacted for an interview will be asked to provide writing samples.

Humanities Texas is an equal opportunity employer and seeks to establish and maintain diversity among its staff and is, thereby, inclusive in its employment practices. Humanities Texas is following local and CDC guidelines regarding COVID practices. While we offer some remote work flexibility, we will expect candidates to have access to, and a presence in, our Austin office.

Posted 12/12/22; open until filled.