



JOB POSTING

Volunteer / Intern Coordinator

About the Senator John Heinz History Center

From the pre-revolutionary drama of the French & Indian War to the legendary Super Steelers teams, discover 250 years of Pittsburgh history at the Senator John Heinz History Center. An affiliate of the Smithsonian Institution, the History Center is the largest history museum in Pennsylvania with six floors of long-term and changing exhibition space. The History Center's family of museums includes the Western Pennsylvania Sports Museum, a dynamic museum-within-a-museum; the Fort Pitt Museum in Point State Park; Meadowcroft Rockshelter and Historic Village, a National Historic Landmark located in Avella, Washington County, PA; and the Detre Library & Archive. The History Center presents the most compelling stories from American history with Western Pennsylvania connections, all in an interactive environment perfect for visitors of every age.

About the Position

The Heinz History Center is currently seeking an enthusiastic, full-time, Volunteer / Intern Coordinator to provide rewarding Volunteer & Intern experiences, while supporting the History Center's educational mission and strategic plan.

The Volunteer / Intern Coordinator is responsible for overseeing the recruitment, selection, retention, training, and placement of all unpaid staff (Volunteers & Interns). The primary purpose of this position is to lead the History Center's Volunteer Program of over 300+ individuals and to recruit, screen and on-board seasonal (fall, spring, and summer) interns. Under the direction of the Director of Human Resources, the Coordinator ensures the volunteer / intern needs of all departments are being met; develops recruitment strategies with an emphasis on volunteers and interns from diverse backgrounds & skills; places volunteers; evaluates meaningful / valuable volunteer positions and coordinates with Department Heads and Division Directors in the placement of interns. The coordinator ensures all volunteer positions have job descriptions and performance expectations. Work cooperatively with all departments to recruit and schedule volunteers to assist staff with mission related tasks, events and activities and maintain the Volgistics volunteer management software. Ensure that all internship opportunities provide a valuable experience for students and that all volunteers feel valued and appreciated.

The successful candidate should be familiar with volunteer management software or be willing to self-study in order to learn Volgistics Volunteer Management software.

The Volunteer/Intern Coordinator may be asked to provide administrative support to the Director of Human Resource and conduct volunteer, intern and new staff orientation and on-boarding.

This is a full-time, salary, non-exempt position that reports to the Director of Human Resources.

Requirements

High School diploma and a minimum of 2 years' hiring / management and / or volunteer recruitment coordination experience required.

- Experience in recruiting staff or volunteers & interns from diverse backgrounds is preferred.
- Experience using HR management software; experience using Volgistic volunteer management software is a plus.
- Excellent oral and written communication skills are required.
- Must possess a positive approach to problem solving.
- Must be detail-oriented and a self-starter with the ability to use Microsoft Office suite of programs.
- Must be able to motivate and encourage people.

The successful candidate will be required to prove that they have received the COVID-19 vaccine or have a valid religious or medical reason not to be vaccinated.

Why Work at the History Center?

- Rewarding, mission-driven work that makes an impact in the community!
- Smithsonian affiliated museum located in Pittsburgh's historic Strip District
- Voted the **#2 history museum in the nation** by the USA Today 10Best Readers' Choice poll – February 2023.
- Voted the Best Museum in Pittsburgh by Pittsburgh Magazine's Reader Poll 2022 & 2023
- Flexible work schedule
- Full benefits package including medical, dental, and vision insurance
- 403(B) retirement plans
- Paid time off
- Nine (9) paid holidays
- Company paid life insurance / LTD
- Discounts in the Museum Shop and Cafe

The History Center is an Equal Opportunity Employer. The History Center celebrates diversity and is committed to treating all applicants & employees fairly based on their abilities, achievements, and experience without regard to race, national origin, sex, age, disability, veteran status, sexual orientation, gender identity or any other classification protected by law.

Minorities encouraged to apply.

Application Process

Qualified applicants can apply here:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=66751&clientkey=8C418A547E1D3E774FF0277E8175A385>

Or you should submit a cover letter (including salary requirements and how you learned of our vacancy) and resume to:

Renee Falbo, Director of Human Resources, Senator John Heinz History Center 1212 Smallman Street, Pittsburgh, PA 15222 hr@heinzhistorycenter.org