

Community Engagement Volunteer Coordinator Internship

MoSH

Located in Memphis, TN, MoSH (the Museum of Science and History; the Museum) is a well-established 501c3 that seeks to create a community of people who share a richer understanding of one another and the world around us. The Museum consists of the Pink Palace Museum, the Lichterman Nature Center, the Coon Creek Science Center, and other historical properties. We inspire discovery through collecting, preserving, and interpreting the cultural histories and natural sciences that shape our region.

Join our team as we embark on an exciting phase of executing our new vision. Our museum is committed to telling our story by:

- Advocating for Authenticity – Illuminate varying perspectives and uphold accurate interpretation, without glossing over tough ideas.
- Magnifying Belonging – Building active audiences through outreach, co-creation, and participatory inclusion.
- Embodying Holistic Stories – Incorporating context and presenting lesser-known stories to portray a complete, systemic picture of the region and its history.
- Constructing Intersections – Creating welcoming common spaces that encourage serendipitous and unstructured engagement and foster meaningful interactions between diverse groups of people.

Responsibilities

Works under the direction of the Manager of Volunteer Services to coordinate and administer the volunteer program for MoSH at all properties, including recruitment, training, and retaining of volunteer staff; consults with supervisor to determine needs for volunteer services, goals and objectives, and volunteer recruitment; orients and trains volunteers prior to assignments; prepares and maintains procedural and training manuals; provides on-going training and keeps volunteers informed of job; assesses volunteer performance; maintains personnel records; and prepares program activity reports. Attends community engagement programs, meetings, and visits other MoSH properties. Interacts and communicates verbally and in writing with general public, management and staff on a variety of issues and concerns.

Qualities

- Ability to implement museum's strategic plan.
- Excellent written and oral communication skills.
- Ability to work on weekends and evenings during events/programs.
- Dynamic and engaging personality.

- Ability to work under pressure, including managing multiple events concurrently.
- Attention to detail.
- Travel between MoSH properties is required.
- Actively solicitation of community partnership/volunteer opportunities.
- Ability to supervise a diverse range of volunteers across multiple events/programs/properties.

Range of Experience

- Enrolled in a program at an Institution of Higher Education or a recent degree, including a two-year degree. May be a recent graduate.
- 0-3 years of experience.

Compensation

Academic credit or \$12.00 per hour

To Apply

Submit one document with cover letter (providing your salary requirements and how you learned about the position) and your resume via email to:

Janie Best Paraham
Manager of Volunteer Services
MoSH
Janie.paraham@memphistn.gov

Applications will be accepted until the position is filled. MoSH values diversity throughout our museum. In order to tell authentic, holistic stories of our region's history, culture and science, MoSH strives to create a diverse workforce to support our collections, exhibits and programming. MoSH is an Equal Opportunity Employer.