



STATE OF NORTH CAROLINA  
invites applications for the position of:

# Program Coordinator II

**JOB CLASS TITLE:** Program Coordinator II

**POSITION NUMBER:** 60035991

**DEPARTMENT:** Dept of Natural and Cultural Resources

**DIVISION/SECTION:** NC African American Heritage Commission

**SALARY RANGE:** \$33,960.00 - \$57,493.00 Annually

**RECRUITMENT RANGE:** \$33,960-\$46,713

**SALARY GRADE:** GN08

**COMPETENCY LEVEL:** Not Applicable

**APPOINTMENT TYPE:** Permanent Full-Time

**WORK LOCATION:** Wake County

**OPENING DATE:** 05/09/22

**CLOSING DATE:** 06/07/22 5:00 PM Eastern Time

**DESCRIPTION OF WORK:**



NC DEPARTMENT OF  
NATURAL AND CULTURAL RESOURCES

**22-05164 ADM60035991**

**Recruitment Range: \$33,960 - \$46,713**

*This position is located at:*

109 East Jones Street  
Raleigh, NC 27601

The **Program Coordinator II** will create innovative statewide programs, connect with diverse public audiences in communities across North Carolina, cultivate partnerships within DNCR and with external stakeholders, and grow public awareness of the NCAAHC via digital content. This work will center North Carolina African American history, art, and culture, and will align with the organizational mission, vision, and strategic plan, as well as overarching departmental goals.

**Key Responsibilities:**

- Assess, evaluate, and advise NCAAHC leadership on programmatic priorities.
- Supports NCAAHC's statewide public engagement efforts, connecting with diverse audiences as the NCAAHC's representative a variety of public events, meetings, and speaking engagements.
- Conceptualizes, plans, and creates multidisciplinary programs that highlight African American experiences in North Carolina.
- Connects statewide audiences to existing NCAAHC initiatives (including the N.C. Green Book Project, Africa to Carolina, and various trail systems) through innovative, community

centered programs and experiences.

- Creates programs, resources, and experiences that are responsive to the needs of three core stakeholder groups (grassroots heritage practitioners, artists, and statewide and regional partners).
- Manages logistics for organizational programs, workshops, events, and community meetings alongside of NCAAHC staff.
- Assess, evaluate, and advise NCAAHC leadership on partnership priorities.
- Serves as a liaison to support and advise programming across DNCR.
- Cultivates partnerships with external stakeholders, in collaboration with NCAAHC staff.
- Supports the creation of social content, digital newsletters, web content, and other digital resources alongside the NCAAHC Associate Director.
- Serves on committees for departmental initiatives and programs; including, but not limited to, America 250th, Year of the Trail, Hometown Strong, and African American Cultural Celebration.

The **North Carolina African American Heritage Commission** (NCAAHC) was established in 2008 and elevated to the status of a division of the North Carolina Department of Natural & Cultural Resources (DNCR) in 2017. In recent years, the Commission's reach has expanded, growing the need to offer programs and resources to more constituents across North Carolina.

**The Department of Natural and Cultural Resources' (DNCR)** vision is to be the leader in using the state's natural and cultural resources to build the social, cultural, educational, and economic future of North Carolina. Our mission is to improve quality of life by creating opportunities to experience excellence in the arts, history, libraries, and nature throughout North Carolina. The Department works to stimulate learning, inspire creativity, preserve the state's history, conserve the state's natural heritage, encourage recreation and cultural tourism, and promote economic development. Our goal is to promote equity and inclusion among our employees and our programming to reflect and celebrate our state's diverse population, culture, and history by expanding engagement with diverse individuals and communities. We encourage you to apply to become a part of our team.

Please visit our website at [www.ncdcr.gov](http://www.ncdcr.gov) for more information.

## **KNOWLEDGE, SKILLS AND ABILITIES / COMPETENCIES:**

- Demonstrated experience and/or expertise in African American history, art, and/or culture.
- Demonstrated experience organizing, facilitating, and/or coordinating programs.
- Demonstrated experience working with diverse organizations and/or individuals.
- Demonstrated experience utilizing digital tools and platforms.
- Demonstrated experience with public engagement and/or community engagement.

### **Management Preferences:**

- Demonstrated excellent written communication and public speaking skills.
- Bachelor's in African American studies, museum studies, public history, cultural studies, arts administration, fine arts, history, art history, anthropology, American studies, folklore, cultural resources management, education, public administration, (or a related major).

## **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

Bachelors degree from appropriately accredited institution and one year of experience related to the area of assignment; or an equivalent combination of training and experience.

## **SUPPLEMENTAL AND CONTACT INFORMATION:**

The Department of Natural and Cultural Resources (DNCR) selects applicants for employment based on required education and experience and job-related knowledge, skills, and abilities

without regard to race, religion, color, national origin, sex, pregnancy, gender identity or expression, sexual orientation, age (40 or older), disability, National Guard or veteran status, genetic information, political affiliation or political influence.

**Please be sure to complete the application in full. Resumes may be uploaded with your application, but will not be accepted in lieu of a fully completed application and will not be considered for qualifying credit. "See Resume" or "See Attachment" will NOT be accepted.**

Information should be provided in the appropriate areas, to include the following: Education, including high school and all degrees obtained, Work Experience, and Certificates & Licenses. It is critical to our screening and salary determination process that applications contain comprehensive candidate information.

Answers to Supplemental Questions are not a substitute for providing all relevant information within the body of your application. To receive credit for the supplemental questions, you must provide supporting information within the "Work Experience" section of the application, to support your answers.

Degrees must be received from appropriately accredited institutions. Transcripts, and degree evaluations may be uploaded with your application.

To obtain veterans preference, you must scan and upload a copy of your DD-214 or discharge orders.

Applicants requesting and receiving an accommodation under the Americans with Disabilities Act (ADA) are eligible to submit paper applications via mail or by fax. Please call the human resources office for assistance.

If multiple applications are submitted to an individual posting, only the most recent application received prior to the closing date will be accepted. Applications must be submitted by 5:00 PM on the closing date.

Due to the volume of applications received, we are unable to provide information regarding the status of your application over the phone. To check the status of your application, please log in to your account. Upon the closing date, applications are "Under Review" and will be screened by Human Resources for the qualified applicants. The hiring process may take an average of 6 – 8 weeks.

It is the policy of the State of North Carolina and the N.C. Department of Natural and Cultural Resources that all employees provide proof of employment eligibility (immigration and naturalization) on the first day of employment. We participate in E-Verify (Employment Eligibility Verification System).

**CONTACT INFORMATION:**

**N.C. Department of Natural and Cultural Resources Division of Human Resources**

**Division Address:**

N.C. Department of Natural and Cultural Resources

Division of Human Resources

4603 Mail Service Center

Raleigh, NC 27699-4603

**Phone: 919-807-7373**

Technical issues submitting your application, please call the **NeoGov Help Line at 855-524-5627**.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.oshr.nc.gov/jobs/index.html>

Position #22-05164 ADM60035991  
PROGRAM COORDINATOR LL  
DB

NOTE: Apply to the department listed on posting  
An Equal Opportunity Employer, NC State Government

[noreply@nc.gov](mailto:noreply@nc.gov)

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**Program Coordinator II Supplemental Questionnaire**

- \* 1. I UNDERSTAND that DNCR requires a complete descriptive work history with all employment experience detailed to be considered for employment. I have included all of this information within my application. (If you haven't completed the application requirements, please return to your application to finish it before submitting your application. Resume will not be accepted in lieu of work history portion of this application.)  
☐ Yes ☐ No
- \* 2. If offered this position are you willing to accept a salary within the posted recruitment range of \$33,960-\$46,713?  
☐ Yes ☐ No
- \* 3. Which of the following best describes your highest level of education? (This must be documented in the Education section of your application in order to receive credit.)  
☐ Less than a High School Diploma  
☐ GED/High School Diploma  
☐ High School + Some College/University  
☐ Associate's Degree  
☐ Bachelor's Degree  
☐ Master's Degree  
☐ Doctorate Degree  
☐ Professional Certificate/License
- \* 4. Which best describes your years of experience and/or expertise in African American history, art, and/or culture? (This must be documented in the work history portion of this application in order to receive credit.)  
☐ None  
☐ Less than 1 year  
☐ 1 year but less than 2 years  
☐ 2 years but less than 4 years  
☐ 4 years or more
- \* 5. Which best describes your years of experience organizing, facilitating, and/or coordinating programs? (This must be documented in the work history portion of this application in order to receive credit.)  
☐ None  
☐ Less than 1 year  
☐ 1 year but less than 2 years  
☐ 2 years but less than 4 years  
☐ 4 years or more
- \* 6. Which best describes your years of experience working with diverse organizations and/or individuals? (This must be documented in the work history portion of this application in order to receive credit.)  
☐ None  
☐ Less than 1 year  
☐ 1 year but less than 2 years  
☐ 2 years but less than 4 years  
☐ 4 years or more
- \* 7. Which best describes your years of experience utilizing digital tools and platforms? (This must be documented in the work history portion of this application in order to receive credit.)

- ☐ None
- ☐ Less than 1 year
- ☐ 1 year but less than 2 years
- ☐ 2 years but less than 4 years
- ☐ 4 years or more

\* 8. Which best describes your years of experience with public engagement and/or community engagement? (This must be documented in the work history portion of this application in order to receive credit.)

- ☐ None
- ☐ Less than 1 year
- ☐ 1 year but less than 2 years
- ☐ 2 years but less than 4 years
- ☐ 4 years or more

\* Required Question