

FRIENDS OF DRAKE WELL, INC.
Outreach Coordinator

Summary: Friends of Drake Well (FDW) is seeking an energized and motivated individual to develop and coordinate outreach efforts and programming for Drake Well Museum and Park in Titusville, PA, in accordance with its partnership with the Pennsylvania Historical and Museum Commission (PHMC). Join a team of dedicated professionals in uncovering, preserving, and sharing Pennsylvania's rich petroleum history!

Reports to: FDW Executive Director

Duties:

- Work with the FDW Outreach Committee to develop and implement a new outreach program for Drake Well Museum and Park.
- Represent Drake Well Museum and Park and Friends of Drake Well through outreach programming at public, private, industry, and community events.
- Present programs and/or materials to the public related to Drake Well Museum and the early petroleum industry in Pennsylvania.
- Design and develop promotional materials for in-person and virtual presentations and programs.
- Schedule outreach events & promotional appearances.
- Train volunteers to assist with outreach programming.
- Assist the FDW Executive Director in fundraising initiatives related to outreach programming, i.e. grant research/writing and fundraising events.
- Schedule meetings, create agendas for meetings, take and track minutes, make phone calls and emails.
- Maintain accurate records regarding visitors served, tracking of expenses, volunteer hours, and other data as needed. Prepare monthly reports and submit reports and data in a timely manner to the FDW Executive Director.
- Maintain an inventory of supplies and materials for outreach programming.
- Attend trainings as needed for professional development.
- Additional duties as assigned.

Requirements:

- Must have a broad range of computer skills. Proficiency in Microsoft Word with familiarity in Excel and other Microsoft Office products required.
- Event planning or programming experience preferred but not required.
- Post-secondary degree or certificate is preferred but not required.
- Strong writing and communication skills.
- Excellent administrative and organizational skills; detail oriented.
- Ability to prioritize and manage projects effectively while meeting deadlines.
- Self-motivated and able to work independently while also working in a group environment.

- Proactive and flexible.
- Grant writing experience preferred but not required.
- Evening and weekend work will be required, as needed.
- Clearances required including PA Child Abuse, PA State Police Criminal History Check, and FBI Background Check.
- Current and valid Class C Driver's License.
- Must have personal transportation to travel to and from events and programs.
- Ability to lift over 50lb.

Salary & Benefits

- This is an hourly, full-time position, starting at \$17.00/hour.
- Equivalent of two (2) weeks of vacation each year after completion of the first 90 days (3 months) of employment.
- Eligible for sick leave and personal leave after the first 90 days (3 months) of employment.
- IRA contribution after 1 year of employment.
- Mileage reimbursement, according to annual standard mileage rates set by the Internal Revenue Service.
- Friends of Drake Well, Inc., does NOT provide health insurance or any medical coverage for employees.

Schedule:

- The position will begin on a regular schedule of Monday through Friday, 7 ½ hours per day (37 ½ hours per week) as the Coordinator works on developing the outreach program. Regular schedule hours will be 8:30 AM to 4:30 PM with a half-hour lunch break.
- Once the outreach program is in place and events/appearances are being scheduled, the Coordinator will have a varied work week with early morning or late evening hours, weekend hours, overnight travel, etc. The work week will still be 37 ½ hours per week.