



2026 Celebration Theme Months Project Coordinator

Employment type: Contractor

Number of hours per week/month – 25 hours per week/100 hours/month

Hourly rate: \$30.00

Contract length: six months (through 6/30/2025) with the potential to renew based on budget

Total contract amount – NTE \$20,000

Objective:

The Theme Months Project Coordinator (TMPC) will assist the America 250-Ohio team with developing the foundation and details related to building a robust suite of activities and content for each of the 12 themed months for 2026. To learn more about the monthly themes visit <https://america250-ohio.org/2026-celebration-themes/>

Scope of Work:

- Research potential partners for each month/theme
- Conduct outreach to agencies, key potential partners, organizations/associations to secure activities for each month. The outreach could be in the form of email, phone calls, meetings and/or presentations.
- Help recruit and manage potential theme “influencers/ambassadors” who can help make connections to build out content.
- Create a database of partners, activities, and content.
- Be the point of contact for questions, track responses, conduct follow-ups on leads, etc.
- Set up the structure for the program including any kind of MOU’s, etc.
- Help research and curate (as well as produce where appropriate) content to build educational content to support each month including social media posts, blogs, Ohio Channel film collections, other AM 250-OH programs, books, other websites, etc.
- Create an overall asset map of content and experiences to determine where more is needed to have a complete picture of experiences, locations, etc.
- Serve as a liaison with the Public Awareness Committee who is accountable for the project; work with individuals on the PA who may be stewarding a particular monthly theme.
- Coordinate with the development of the promotion of the themes including the website (each themed month will have a web page), calendar of events, etc.

Location of Work: Remote, with weekly virtual check-ins and potential in-person meetings as needed.

Travel: potential for occasional day trips within the state of Ohio. Mileage and time to be reimbursed.

Requirements:

- Highly knowledgeable about the state of Ohio
- Strong knowledge of Ohio history
- Strong research skills
- High proficiency with Microsoft Office tools
- Strong communication skills, comfortable and effective in all forms of communication.
- Self-starter, highly productive with limited time allotted to the project
- Strong writer, editor, and proofreader

Supervisor: Chris Hurtubise, Communications Director

Interested candidates should send a resume and cover letter to Chris Hurtubise, churtubise@ohiohistory.org by 5:00 p.m. on Thursday December 19, 2024.