

**Hawaiian Mission Houses Historic Site and Archives
Position Announcement**

Title: Communications Specialist
Location: Administration, Hawaiian Mission Houses Historic Site and Archives, 553 South King St., Honolulu, HI
Salary: \$50,000
Status: Full-time with benefits, exempt
Opening Date: October 27, 2021
Closing Date: Until position filled
Reports to: Executive Team and works collaboratively with all staff

Position Purpose

The Communication Specialist (CS) will help develop, implement, and carry out communications processes in support of the strategic goals of the organization. The CS will work closely with the Executive Team/Director and program coordinators to execute a comprehensive communication and marketing plan. Tasks will include crafting and disseminating communications and messaging that promote the organization’s mission, programs, research, and additional activities in a cohesive manner to a wide array of the public, to encourage them to engage with HMH’s programming. Hawaiian Mission Houses (HMH) programs include the award-winning “Cemetery Pupu Theatre” and History Theatre performances; virtual and onsite school programs; Family Days; daily and specialty tours of our historic site; and *Archives and Inquiry* Virtual Speaker Series, drawing on our extensive archives; and additional public engagement and fundraising programs. This position will also help promote awareness of cutting-edge research being done in the archives, as well as the ongoing historic preservation work on our 200-year old site.

A successful candidate will be well-organized, have strong writing and communication skills, work well under pressure, be able to balance multiple projects with competing deadlines and priorities, and understand that the success of the team contributes to the overall success of the organization. Candidates must demonstrate consistent and regular attendance.

Duties and Responsibilities include:

1. Work collaboratively to develop content and messaging themes for all publicity and promotions. This includes but is not limited to *The Maile Wreath* (bi-annual printed newsletters), weekly e-newsletters, printed and electronic materials for programs including posters, brochures about special events, and commemorative booklets.
2. Assemble the content and messaging themes for all publicity and promotions (as above); oversee production of printed and electronic communications materials, either in-house or through vendors.
3. Maintain Hawaiian Mission Houses’ social media platforms.
4. Maintain the content for Hawaiian Mission Houses’ website.
5. Assist in designing and communicating Gift Shop specials.
6. Ensure the style/brand guide is followed in all print and electronic materials.
7. Develop and manage marketing initiatives, including within the visitor industry; local, neighbor island, and national community; HMH membership; schools; and other sectors.

8. Assist with press releases and media listings for events.
9. Assist with developing an annual communications/marketing plan; implementing the plan.
10. Assist with developing and implementing the communications budget.
11. Other related duties as assigned.

Knowledge, Skills, and Abilities

1. Bachelor of Arts or related degree/commensurate experience.
2. High level of proficiency with MS Office including Word, Excel, PowerPoint and Outlook
3. Exceptional writing and communication skills.
4. Strong organizational skills.
5. Graphic design using the latest graphic software programs such as InDesign and Photoshop is a plus.
6. Prior work on grant writing is a plus.
7. Exceptional computer skills in a wide range of softwares, especially Word, Excel, and G Suite.
8. Ability to communicate effectively in verbal and written form, and to establish rapport with program and department teams, donors, prospects, vendors, volunteers and the general public..
9. Excellent interpersonal skills; diplomatic and discreet in handling confidential material; welcoming, kind, and respectful to all; ability to communicate, listen, compromise, and collaborate.
10. Organized and efficient in managing his or her own time.
11. A team player who supports a mission-driven, non-profit history organization.
12. A good sense of humor.

Employer Information

For more information about Hawaiian Mission Houses and Historic Site and Archives visit our website:
www.missionhouses.org

How to Apply

Please submit:

-a cover letter

-CV

-sample of past communication work or a 1-3 paragraph writing sample that shows capacity in one or more of the communication areas above

-and a list of three professional references

By email to the Hawaiian Mission Houses Executive Team at execteam@missionhouses.org