



## **Neighborhood Stories Project Coordinator**

The Neighborhood Stories Project is a storytelling initiative developed by the NYC Department of Records and Information Services (DORIS). The project aims to gather and permanently preserve the stories of New York City community members – connecting local history with the records of City government maintained in the collections of the Municipal Archives and Library. One goal is to “put the community in the archive” by empowering local residents to provide their own rich historical narrative, and to encourage them to reflect on how the past connects to their lives, their families and their future. By partnering with community gardens and other local bedrock institutions in communities, the project will explore the history of each neighborhood through the voices of long-time residents and the impact of government decisions on each community.

The Project Coordinator will effectively coordinate the oral narratives project. The successful applicant will have previous experience in project management, administrative tasks and community engagement. The Project Coordinator will be responsible for managing all aspects of the storytelling project and will work closely with the Volunteer Outreach Coordinator to recruit and train volunteers for the project. The Project Coordinator will report to the Director of Community & External Affairs.

Time commitment: 20 - 25 hours/week

This is a temporary position, which is currently scheduled to run from February 2021 to May 2021.

### **Duties:**

- Conduct oral history-style interviews;
- Develop collaborative projects with other organizations focused on collecting neighborhood stories around particular topics;
- Recruit, train, and support a team of volunteers in coordination with External Affairs unit;



- Manage the neighborhood stories archive, efficiently organizing and storing the collected oral narratives, following protocols for creating edited versions for digital platforms, developing metadata for researchers, etc.;
- Develop ways to share the collected histories, through pop-up exhibitions, online sharing, and other presentations;
- Promote the Neighborhood Stories Project and conduct outreach to local communities to gain participants and spread the word.
- Track and document interviews and outreach conducted by staff, interns, volunteers, and partners;
- Collaborate with staff;
- Work with the Director to identify and pursue funding sources that will grow and sustain the project.

Qualifications:

- Strong verbal and written communication skills required; excellent public speaking abilities.
- Experience and education in public history and oral history projects strongly preferred.
- Keen interest in and enthusiasm for the history of New York City, a plus.
- Strong leadership skills with the ability to take initiative and be a self-starter.
- Outstanding relationship-building skills.
- Proven organizational skills.

**If you are interested in applying for this role, please email your resume and cover letter to [recruit@records.nyc.gov](mailto:recruit@records.nyc.gov).**