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NEDCC Seeks Outreach and Travel Coordinator

Position Summary

The Northeast Document Conservation Center (NEDCC) is seeking an Outreach and Travel Coordinator to support “Ready—or Not,” a minimum three-year project funded by the State of California that will conduct emergency preparedness assessments of local archives, historical societies, libraries, museums and tribal nations to help those entities create written disaster preparedness plans to protect their collections and ensure future public access.

This full-time, remote position is ideally based in California as part of NEDCC’s established teleworking program. Responsibilities include maintaining project documentation; identifying site visit locations; scheduling travel for a team of five Emergency Preparedness Consultants and one Lead Consultant while maximizing the team’s ability to reach as many organizations as possible; sending follow-up surveys to clients; scheduling project status meetings and recording meeting notes; providing statistics for required project reports by their respective deadlines; assisting with new-hire and contractor paperwork; and encouraging clients to complete their disaster plans.

The “Ready—or Not” project provides a unique and exciting opportunity to focus on disaster preparedness and to have a tremendous impact on emergency preparedness for cultural and historic resource organizations throughout the state of California. The “Ready—or Not” project cohort joins NEDCC’s [Preservation Services Department](#), a team of six employees based in Massachusetts, Louisiana, and Oregon. Our most important characteristics are a passion for cultural heritage collections and an interest in helping others see and understand the value of preservation. We are excellent communicators in person and in writing, are able to step back and see a bigger picture, and are interested in finding creative but practical solutions to difficult problems.

The annual salary for this position is \$45,000.

Qualifications

Minimum qualifications for the Outreach and Travel Coordinator position are:

- proficiency in Office 365, MS Outlook, and Adobe Acrobat Pro;
- excellent organizational and time-management skills;
- experience with outreach or donor relations;
- familiarity with California cities, towns, and intrastate travel;
- excellent writing and verbal communication skills;
- demonstrated ability to work effectively with individuals from diverse communities and backgrounds; and
- flexibility to work both independently and as part of a team.

In addition to the above, the following qualifications are desirable but are not required for consideration:

- experience in a professional office environment;
- experience with travel planning and familiarity with travel planning tools;
- grant administration experience;
- experience working with collections-holding institutions;
- familiarity with general preservation best practices (format identification, care and handling of materials, environmental management, emergency planning, etc.); and
- bilingual in English and Spanish.

About NEDCC

Founded in 1973, NEDCC is the first nonprofit center to specialize in the conservation and reformatting of paper-based materials, and over the years has expanded its services to include digital imaging and audio preservation. NEDCC's mission is to improve the preservation efforts of libraries, archives, historical organizations, museums, and other repositories; to provide the highest quality conservation and reformatting services to collections-holding institutions; and to provide leadership in preservation, conservation, and digital reformatting. Its services include book, paper, and photograph conservation; digital reformatting (imaging and audio); assessments and consultations; disaster assistance; online preservation education; and workshops and conferences. NEDCC has consulted with organizations across the country to plan for the long-term preservation of their collections and has worked with a range of institutions to reformat their deteriorating documents, photographs, negatives, and obsolete audio materials. NEDCC has treated many of the most significant paper-based collections in the United States. (See [NEDCC Stories](#) for projects of note.) NEDCC is located in Andover, MA, twenty-five miles north of Boston. For more information, please visit www.nedcc.org.

Only persons with the legal right to work in the United States are eligible to apply. NEDCC offers competitive salaries commensurate with education, experience, and skill, as well as an excellent retirement/benefits package. NEDCC is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Application Process

Applications will be reviewed as they are received, and the position will remain open until filled. To apply, please send a cover letter and resume in a single PDF to Ann Marie Willer, Director of Preservation Services, amwiller@nedcc.org. In the cover letter, explain how you meet the qualifications for the position.

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