

PRESERVATION RESOURCE CENTER

— of NEW ORLEANS —

Education & Community Engagement Coordinator

The Education & Community Engagement Coordinator supports the Preservation Resource Center's mission by coordinating and implementing educational programming and community engagement initiatives that connect people to the preservation of New Orleans' historic architecture, neighborhoods, and cultural identity.

Working closely with the Associate Director of Education and Director of Advocacy & Education, this position plays a central role in delivering a diverse portfolio of public programs, including lectures, workshops, classes, certification programs, multi-session courses, school programs, and internships. The position also supports the PRC's advocacy efforts by representing the organization at neighborhood meetings, public hearings, and community events, helping strengthen relationships with residents, partners, and preservation stakeholders.

The Education & Community Engagement Coordinator helps ensure that PRC educational programs run smoothly, participants have outstanding experiences, interns and students feel supported, and the organization maintains an active, visible presence in neighborhoods throughout New Orleans. By combining strong organizational skills with community engagement, this position extends the PRC's impact and strengthens public understanding of preservation. This is an ideal role for someone who is highly organized, enjoys working with a wide variety of people, and is passionate about preservation, education, and community engagement.

Duties & Responsibilities:

Education Program Coordination (25%)

- Coordinate logistics for lectures, workshops, classes, certification programs, and other educational offerings.
- Manage program registration, participant communications, materials, instructor support, venue coordination, and day-of-event operations.
- Assist with curriculum development and continuous improvement of educational programming.
- Track attendance, evaluations, and program metrics.
- Maintain program calendars, documentation, and internal systems.

School & Youth Programs (15%)

- Coordinate scheduling and logistics for school programs and educational partnerships.
- Communicate with teachers, schools, and education partners.
- Support development and implementation of engaging preservation education experiences for K-12 audiences.
- Assist with educational materials and classroom resources.

Internship Program (25%)



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- Coordinate recruitment, onboarding, scheduling, and supervision logistics for interns.
- Serve as a primary point of contact for interns and partner institutions.
- Help ensure interns have meaningful educational experiences aligned with organizational needs.

Community Engagement (25%)

- Represent the PRC at neighborhood association meetings, Historic District Landmarks Commission (HDLC) meetings, community events, and outreach opportunities.
- Build relationships with neighborhood organizations, residents, and preservation partners.
- Help communicate preservation issues and PRC resources to community members.
- Support advocacy campaigns, public engagement initiatives, and volunteer activities.

Administrative & Organizational Support (10%)

- Maintain accurate program records, budgets, and reports.
- Coordinate contracts, invoices, and program expenses.
- Collaborate with communications staff to promote educational programming and outreach initiatives.
- Assist with grant reporting and data collection as needed.
- Support other education and advocacy initiatives as assigned.

Qualifications & Skills:

- Bachelor's degree or equivalent professional experience
- Experience coordinating programs, events, educational initiatives, or community engagement activities
- Excellent organizational and project management skills with strong attention to detail.
- Strong written and verbal communication skills
- Ability to manage multiple projects simultaneously while meeting deadlines
- Comfort representing the organization in public settings and building relationships with diverse audiences
- Interest in historic preservation, architecture, planning, education, or community development
- Proficiency with Microsoft Office and Google Workspace; experience with CRM or registration systems is a plus
- Evening and occasional weekend availability for programs and public meetings

Preferred Qualifications:

- Experience working with nonprofit organizations, museums, educational institutions, or community organizations
- Familiarity with New Orleans neighborhoods, historic preservation, or local government processes



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- Experience facilitating educational programs or public events

Working Conditions & Physical Requirements:

- This job may require evening or weekend work
- This job will require work in off-site locations
- Reliable transportation is required
- Applicants should be able to walk or stand for long periods of time and lift 25 lbs. or more
- This is a full-time position and includes benefits

If interested in applying, please send your cover letter and resume to education@prcno.org

Preservation Resource Center of New Orleans (PRC) *preserves New Orleans' historic architecture, neighborhoods and cultural identity through collaboration, empowerment and service to our community. Founded in 1974, PRC is a non-profit organization that has restored more than 1,500 properties citywide and has assisted countless individuals with their own renovation efforts through its outreach and advocacy programs. PRC provides resources and education to convey the economic, cultural and aesthetic importance of historic architecture in New Orleans and throughout the world. For more information about PRC and its revitalization efforts, call 504.581.7032 or visit www.prcno.org. Connect with PRC on Facebook and Instagram (@PRCNOLA).*

