



Position Announcement

Communications Director & Development Assistant - 2010

Web, Print Publications, Visibility, Giving

North House Folk School, Grand Marais, MN

Updated: April 2010

Overview:

North House Folk School is a dynamic, young, educational nonprofit committed to teaching traditional northern crafts while fostering lifelong learning. The school's curriculum emphasizes hands-on learning and includes courses ranging from timber framing to northern ecology, birch bark weaving to artisan bread baking. The North House campus is located in northeastern Minnesota on the shore of Lake Superior and includes two historic timbered workshops (formerly warehouses), two recently-built rustic timbered classroom buildings, a small house, and a 50' gaff-rigged schooner. During a typical year, over 120 regional artisans and craftspeople are featured as instructors leading 350+ courses. In 2009, students arrived on campus from 36 states and three foreign countries. The staff team plays a central role in making North House's mission a reality. While immersed in the fast-paced daily affairs of an educational nonprofit, every staff member has the opportunity to work with instructors, welcome and assist students, observe courses, enjoy the excitement of special events, attend to a wide range of duties, and much more.

Duties:

Support and participate in the mission/vision of the North House Folk School: "enriching lives and building community by teaching traditional northern crafts in a student-centered learning environment that inspires the hands, the heart and the mind." The ideals of teamwork, dedication, responsibility, efficiency and creativity are central to the success of the organization.

Specific duties for the Communications Director & Development Assistant position include:

1. Develop and distribute print communications to project North House's mission and vision.
2. Manage and utilize web-based resources to project the mission and facilitate involvement.
3. Increase participation in courses, programs and events through effective outreach.
4. Cooperatively manage ongoing development projects including the annual campaign.
5. Increase North House's visibility through regional and local press coverage.
6. Coordinate trade show participation and off-campus visibility projects.
7. Cooperate with other staff facilitating day-to-day operations of North House.

Ideal Qualifications:

Background in educational programming and nonprofits; demonstrated enthusiasm for traditional northern crafts; strong organizational abilities; experience with and enthusiasm for working with people of all ages; willingness to assist with varied projects; flexibility; creativity;

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confidence/significant experience utilizing computers; excellent oral and written communication skills; and a commitment to teamwork. Experience managing multi-leveled web sites, using InDesign/FrontPage/PhotoShop software and managing development programs & projects.

Compensation:

This position is salaried with a range of \$27,000 to \$32,000. Work hours are 40+ per week, typically Monday-Friday with rotating weekend and special event duties. Monthly health care stipend. Vacation days, holidays, annual course participation and other benefits as outlined by personnel policies.

Position Dates:

Position start date mid-July 2010.

Inquiry & Application Timeline:

Info packets available – April 5, 2010. Applications must be submitted by closing date – May 1, 2010. Interviews take place during the month of May.

Physical Requirements:

The North House campus is an active and fast-paced setting. The position requires an ability to lift and carry 50 pounds, utilize hand and power tools, climb ladders, move around easily on the deck of a moving sailboat, and stand upright for a number of hours every day.

Contact us:

Please request an information packet before applying. Send your cover letter, resume, and references to: North House Folk School, PO Box 759, Grand Marais, MN 55604 (218) 387-9762, info@northhouse.org , www.northhouse.org.