



*Friends of the*

## Corpus Christi Museum of Science & History

1900 N. Chaparral Corpus Christi, TX 78401 (361) 826-4667

**Job Title:** Community Events & Marketing Coordinator

**Status:** Full-time

**FLSA Code:** Non-Exempt

**Report to:** Director of Strategic Initiatives

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Who May Apply?** All persons are legally authorized to work in the United States and meet the minimum education and experience requirements.

**Salary:** Hourly employee, \$15.00 - \$17.50 per hour

### Position Summary

The Community Events & Marketing Coordinator plays a key role in making Friends of the Corpus Christi Museum of Science and History (FCCMSH) well-known and involved in the community. This position combines working directly with people at community events and creating eye-catching marketing materials to promote programs and initiatives. We're looking for someone who is creative, organized, friendly, and willing to work varied hours, including evenings, weekends, and holidays. The ideal candidate will be enthusiastic about connecting with the community, organizing events, and managing design projects while supporting outreach efforts.

### Key Responsibilities

#### *Community Outreach and Events*

- Support the development of outreach programs by creating and implementing initiatives that raise awareness of FCCMSH resources and services.
- Coordinate community activities, including organizing events, attending meetings, and partnering with other organizations to expand outreach efforts.
- Build and maintain relationships with sponsors, including local businesses, schools, and government entities.
- Provide outreach services by implementing programs and connecting individuals and families to FCCMSH offerings.
- Assist with post-event follow-up, reporting, and partner communications.



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- Identify and engage key sponsors while collaborating with internal teams to communicate the FCCMSH mission effectively.
- *Responsibilities may vary slightly depending on organizational or community needs.*

### *Graphic Design & Visual Content*

- Create graphics for digital, print, and on-site use, including signage, event materials, advertisements, and promotional assets.
- Ensure visual consistency and adherence to brand standards across all materials.
- Capture photos and short videos at events for marketing and promotional use.
- Support email marketing and website updates as needed.
- Prepare files for print and digital delivery and coordinate with external vendors.
- Organize and maintain design templates and visual asset libraries.
- Collaborate with internal departments to develop visuals that support programs, exhibitions, education, and events.

### *Community Outreach & Partnerships*

- Assist with outreach to local businesses, hotels, tourism partners, and community organizations.
- Distribute promotional materials throughout the region.
- Support collaborative promotions and community-based marketing efforts.
- Maintain basic tracking of outreach contacts and placements.

### *Administrative & Team Support*

- Maintain marketing calendars, outreach schedules, and marketing asset libraries.
- Track outreach efforts, attendance, and engagement metrics.
- Support the marketing and development team with additional projects as needed.



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### **Qualifications**

- 1–3 years of experience in marketing, graphic design, communications, events, or community engagement (preferred).
- Proficiency in tools such as Canva, Adobe Creative Suite, Mailchimp, WordPress, Microsoft Office, and similar platforms.
- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- Comfort engaging with the public and representing the organization.
- Reliable transportation required.
- Ability to successfully undergo a background check prior to employment, with annual checks thereafter.
- Valid driver's license with a clean driving record.
- Willingness to take on additional responsibilities as assigned.

### **Core Skills**

- Strong communication and community-building abilities.
- Ability to work effectively in a team-oriented environment.
- Strong organizational skills with the ability to manage multiple tasks.
- Effective time-management skills to prioritize tasks and meet deadlines.
- Problem-solving skills with the ability to identify issues and develop solutions.

### **Preferred Skills**

- Experience in a nonprofit, museum, cultural, or community-based organization.
- Photography and/or videography experience.
- Bilingual (English/Spanish) a plus.



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### **Closing Statement:**

- Selected applicants must be able to pass a background investigation.
- Any position that lists a minimum qualification for education level and license/certification will require the applicant to provide proof of documentation if selected for hire.
- This position is part-time, not to exceed a 25-hour work week, and is non-exempt from Fair Labor Standards and Practices overtime compensation requirements. Employee must be available and able to work non-traditional hours, including evening, nights, weekends and holidays.
- The job description for this position is intended to provide an overview of responsibilities and is not meant to be considered all-inclusive.
- Please submit a cover letter and resume to [careers@ccmuseum.com](mailto:careers@ccmuseum.com). As the first step in your application's evaluation, please type your last name and the position you're applying for in the subject line. Please describe any other volunteer or community service activities, and any personal experience in museums and why/how they've made a difference to you. Should your application be advanced, we will request authorization for a background check, and references.



**1900 N. Chaparral St.  
Corpus Christi, TX 78401**

## **EMPLOYMENT APPLICATION**

*Your application will be reviewed in detail. The decision on which applicants will be interviewed will be based on the information you provide within the format given herein. You may attach your resume to this application but it will not be accepted in lieu of an application.*

*Our policy is to provide equal employment to all qualified persons without regard to race, creed, color, religious belief, sex, sexual orientation, age, national origin, ancestry, physical or mental disability or veteran status.*

### **PERSONAL INFORMATION:**

Name: \_\_\_\_\_

Complete Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you a U.S. citizen or authorized by INS to work? (*Documentation will be required*)  Yes  No

Have you ever been convicted of a felony? (*This will not necessarily affect your application*)  Yes  No

If yes, please explain:

Are you bi-lingual?  Yes  No In what language/languages? \_\_\_\_\_

### **EMPLOYMENT DESIRED:**

Position applying for: \_\_\_\_\_

Have you ever applied for employment here?  Yes  No

When \_\_\_\_\_ What position? \_\_\_\_\_

Have you ever been employed by this company?  Yes  No

When \_\_\_\_\_ What position? \_\_\_\_\_

Are you presently employed?  Yes  NoMay we contact your present employer?  Yes  No

Supervisor Name: \_\_\_\_\_ Position: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Are you willing to travel?  Yes  NoDo you have an automobile?  Yes  No

Valid Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Can you provide proof of auto insurance?  Yes  No Date you can begin employment: \_\_\_\_\_**EDUCATION:**High School \_\_\_\_\_ Location \_\_\_\_\_ Graduate  Yes  NoGED  Yes  No

College \_\_\_\_\_ Location \_\_\_\_\_ Degree Obtained and Major \_\_\_\_\_

Can you provide proof of your education?  Yes  No (*Documentation will be required*)Are you planning to continue your studies?  Yes  No

If yes, where and what courses of study? \_\_\_\_\_

**COMPUTER SKILLS:** Typing Speed in WPM: \_\_\_\_\_

- List all the Computer Software that you are **proficient** in and describe your experience and skills in each.

**WORK EXPERIENCE:** Please list employment for the last five-(5) years starting with most recent employment.

Employer:		Date From		Date To	
Address:					
Position/Title:					
Responsibilities:					
Reason for Leaving:					

Employer:		Date From		Date To	
Address:					
Position/Title:					
Responsibilities:					
Reason for Leaving:					

Employer:		Date From		Date To	
Address:					
Position/Title:					
Responsibilities:					
Reason for Leaving:					

Employer:		Date From		Date To	
Address:					
Position/Title:					
Responsibilities:					
Reason for Leaving:					

*Attach an additional sheet if needed to list all employments in the last 5 years*

**REFERENCES:**

List three references (**two of whom must be former employers**), not related to you, whom you have known more than one year.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Years Known: \_\_\_\_\_

Please tell us which responsibilities outlined in the accompanying job description are most suited to your skills and why:

Please tell us which responsibilities outlined in the accompanying job description will be most challenging or even difficult for you to fulfill and why:

Please help us make an informed decision on you as an applicant. What is it that makes you stand apart from other qualified applicants?

Please list your anticipated rate of compensation for this position: \$\_\_\_\_\_

**(applications without this information will not be considered)**

*Thank you for your time and careful consideration in completing this application. Please be assured that we will also take time and careful thought in our consideration.*

**PLEASE READ BEFORE SIGNING:**

I acknowledge the importance of telling the truth on this application and any associated documents (herein "application"). I affirm that all of the information provided by me on this application is true to the best of my knowledge. The information is also not intended to mislead The Corpus Christi Museum of Science and History in any way about my qualifications or background. If I have omitted any information or provided information that is false or misleading, my application will be rejected, and I will not be eligible for employment. In addition, if it is later learned that any information on this application is false or misleading, that I may be subject to discipline up to and including immediate discharge.

I authorize my previous employers, schools, or persons listed as a reference to give any information regarding employment or educational record. I agree that The Corpus Christi Museum of Science and History and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application. In the event of any employment with this organization, I will comply with all rules and regulations set by the organization in any communication distributed to the employee.

I understand that employment with The Corpus Christi Museum of Science and History is "at will" which means that either this organization, or I may terminate the employment relationship at any time, with or without prior notice.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DISCLOSURE FOR CONSUMER REPORTS**

In connection with my application for employment (including contract or volunteer services) with CCMSH, I understand consumer reports will be requested by you ("Company"). These reports may include, as allowed by law, the following types of information, as applicable: names and dates of previous employers, work experience, education, accidents, licensure, credit (as allowed by law – where required, you will be presented with additional disclosures), etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record (which will include all or part of the following information: photograph, social security number, driver's license number, your name, your address and medical or disability information), workers' compensation claims, judgments, bankruptcy proceedings, evictions, criminal records, etc., from federal, state, and other agencies that maintain such records.

In addition, investigative consumer reports (gathered from personal interviews, as applicable, with former employers or landlords, past or current neighbors and associates of mine, etc.) to gather information regarding my work or tenant performance, character, general reputation and personal characteristics, and mode of living (lifestyle) may be obtained.

If I am hired, I understand that my employer can use this disclosure and authorization to continue to obtain such consumer reports throughout my employment, contract period or volunteer service.

Acknowledged:

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Full Name

**AUTHORIZATION**

I hereby authorize procurement of consumer report(s) and investigative consumer report(s) by CCMSH (“Company”) and its consumer reporting agency Intelifi. If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for Company to procure such reports at any time during, as permitted by law, my employment, contract, or volunteer period. I authorize without reservation, any person, business or agency contacted by the consumer reporting agency to furnish the above-mentioned information.

In connection with my application for employment, I direct the following regarding my current employer: (please check one). Yes, my current employer may be contacted  / No, my current employer cannot be contacted

I understand that I have rights under the Fair Credit Reporting Act, and I acknowledge receipt of the Summary of Rights \_\_\_\_\_ (initials).

I authorize Company and Agency to use email communication with me to provide me with notices and information regarding any report or use of such report. If I do not have an email address or do not wish to share it, then communication will be by U.S. Mail, which will result in slower communication.

If you have any questions concerning this background screening content, please contact: Intelifi at (888) 409-1819.

Printed Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Email: \_\_\_\_\_; I do not have or want email \_\_\_\_\_  
(Initial)

List mailing address: \_\_\_\_\_

For identification purposes:

Social Security No.: \_\_\_\_\_; Date of Birth: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_; State of Issue: \_\_\_\_\_

Other Names Used: \_\_\_\_\_

## INFORMATION REGARDING YOUR RIGHTS

I understand that I have the right to make a request to the consumer reporting agency: Intelifi (“Agency”), 8730 Wilshire Blvd, 4<sup>th</sup> Floor, Ste. 412, Beverly Hills, CA 90211, telephone number (888) 409-1819, upon proper identification, to obtain copies of any reports furnished to Company by the Agency and to request the nature and substance of **all information** in its files on me at the time of my request, including the sources of information. The Agency will also disclose the recipients of any such reports on me which the Agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I understand that I can dispute, at any time, any information that is inaccurate in any type of report with the Agency. I may view the Agency’s privacy policy at their website: [www.intelifi.com](http://www.intelifi.com).

I understand that if the Company is located in California, Minnesota or Oklahoma, that I have the right to request a copy of any report Company receives on me at the time the report is provided to Company. By checking the following box, I request a copy of all such reports be sent to me.

Check here:

I understand that if I am applying for employment in New York, that I have the right to receive a copy of Article 23-A of the New York Correction Law \_\_\_\_\_ (initial if this applies).

I understand that if the report is provided to an employer in the State of Washington, that I can contact the following office for more information regarding my rights under Washington state law in regard to these reports: State of Washington Attorney General, Consumer Protection Division, 800 5<sup>th</sup> Ave, Ste. 2000, Seattle, Washington 98104-3188, (206) 464-7744.

New Hampshire registered drivers: The consent for driving records is valid for only two (2) years and is revocable at any time.

**Personal information** in MVRs means information that identifies you, such as your photograph, social security number, driver’s license number, your name, your address, your telephone number and medical or disability information relating to any license restrictions. **Highly restricted personal information** includes your photograph or image, social security number, medical or disability information relating to any license restrictions. 18 U.S.C. §2725.

Acknowledged:

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date