



THE HISTORIC JAMAA BIRTH VILLAGE™ CULTURAL HERITAGE CENTER

Community & Operations Coordinator

Primary Pod: Operations & Administrative Stewardship Pod

Secondary Collaborative Pod: Community Engagement & Convening Stewardship Pod

Reports To: Director of Operations & Cultural Stewardship

Location: Hybrid | St. Louis, Missouri 63135

About Jamaa Birth Village

The Historic Jamaa Birth Village Cultural Heritage Center is a living cultural institution grounded in Black maternal health, reproductive justice, cultural preservation, healing, education, and community care. Jamaa serves as home to the African Indigenous Midwifery Museum, the African Indigenous Midwifery Library & Research Institute, Midwifery School programming, cultural exhibitions, educational initiatives, and community centered care work grounded in the preservation of African and African Diaspora maternal traditions.

At Jamaa, we believe organizational work is also stewardship work. Our team members are not simply employees; they are caretakers of history, culture, community relationships, sacred knowledge, and the operational systems that allow this work to continue and grow. We are seeking individuals who can work with integrity, initiative, professionalism, emotional intelligence, and deep respect for community-centered leadership.

Position Summary

The Community & Operations Coordinator (COC) serves as a central operational support role within the Historic Jamaa Birth Village Cultural Heritage Center. This role helps maintain the

day-to-day administrative, organizational, volunteer, and office systems that support the museum, library, midwifery school, exhibitions, cultural programming, and community initiatives.

The Coordinator will assist in maintaining organizational flow, office readiness, volunteer coordination, inventory systems, administrative logistics, and operational support across multiple areas of the organization. This position plays an important role in helping maintain a welcoming, organized, and functional environment for staff, visitors, volunteers, and community members.

This role is ideal for someone who is highly organized, proactive, community-minded, detail-oriented, and comfortable supporting a dynamic organization rooted in Black maternal health, cultural stewardship, and community care.

Hourly Rate: \$25.00 – \$30.00 per hour (based on experience)

Part-Time Position: 20–25 hours weekly, *not to exceed 32 hours per week without prior discussion and approval.*

Standard In-Office Schedule:

Monday: 9:00 AM – 4:00 PM

Wednesday: 9:00 AM – 4:00 PM

Thursday: 9:00 AM – 3:00 PM

This role is a hybrid position with consistent in-person office support required during scheduled office days. Additional hybrid flexibility may be available based on organizational needs, workflow, and advance coordination with leadership.

Occasional flexibility in scheduling may be required during major organizational events, summits, exhibitions, trainings, community programming, or periods of increased operational support

Benefits

- 2 paid organizational rest months annually (1 Winter, 1 Summer)
- 1-week Spring Break
- 1-week Thanksgiving Break
- Healthcare stipend (prorated for part-time staff)
- Paid holidays aligned with organizational calendar
- Professional development assistance

Please Note:

Rest months and extended organizational breaks become active following successful completion of the probationary period.

Core Responsibilities

Operations & Administrative Coordination

- Open and prepare organizational spaces for daily operations during scheduled office days
- Manage day-to-day office operations and organizational systems
- Maintain organized digital and physical filing systems, contracts, records, and operational documentation
- Coordinate office supplies, purchasing, inventory tracking, and restocking
- Serve as point person for basic facility maintenance coordination, operational needs, and vendor communication
- Provide mid-level administrative and operational support for internal systems and organizational processes as needed
- Assist with basic onboarding logistics, scheduling coordination, and administrative recordkeeping support
- Support expense tracking, receipt organization, and operational recordkeeping assistance
- Help maintain organized systems that support organizational sustainability and day-to-day efficiency

Volunteer Coordination & Community Support

- Maintain volunteer databases, scheduling systems, and volunteer communication records
- Support volunteer recruiting, onboarding, orientation, and training logistics
- Assist with volunteer coordination during organizational programs, exhibitions, events, and community gatherings
- Help foster welcoming and organized experiences for community members, visitors, and guests entering the space

Program & Organizational Support

- Provide administrative and logistical support across museum, library, educational, and cultural programming
- Assist with operational preparation for programs, workshops, retreats, exhibitions, and community initiatives
- Support internal scheduling and coordination for organizational activities as assigned
- Assist leadership and staff with general operational support needs during active programming periods

Required Qualifications

- Associate degree or equivalent professional experience in administration, operations, nonprofit support, business coordination, or related field

- Minimum 2–3 years experience in office management, administrative support, operations coordination, or organizational systems support
- Strong organizational, multitasking, and problem-solving abilities
- Proficiency with Google Workspace and Microsoft Office Suite
- Familiarity with Apple/Mac operating systems and workplace technology
- Comfort with administrative systems, inventory tracking, scheduling coordination, and operational organization
- Strong interpersonal and communication skills
- Ability to work independently while supporting a collaborative team environment
- Foundational understanding of Black maternal health, reproductive justice, birth justice, social care, cultural preservation, or community-centered care frameworks
- Commitment to equity, cultural stewardship, and community-centered organizational work

Physical & Operational Requirements

- Ability to lift and move light to moderate supplies, materials, inventory items, and organizational equipment as needed
- Ability to comfortably navigate stairs within a historic building environment
- Comfort working within both office and community event environments
- Ability to assist with light operational setup and breakdown during programs or organizational activities

Preferred Qualifications

- Experience working within nonprofit, cultural, educational, healing-centered, or community-based organizations
- Experience with volunteer coordination or community engagement systems
- Familiarity with HR software, bookkeeping systems, or administrative platforms
- Event coordination or program logistics experience
- Experience supporting organizations with multiple active programs and community initiatives

Work Environment

This position operates in both community facing and administrative environments within a historic cultural institution. Some evening or occasional weekend flexibility may be required during major organizational events, exhibitions, community gatherings, or operational support periods.

Apply directly on the website:

<https://jamaabirthvillage.org/career-opportunities/>