



State of North Carolina  
**Associate Director of the NC African American Heritage  
 Commission**

<b>SALARY</b>	\$56,906.00 - \$99,586.00 Annually	<b>LOCATION</b>	Wake County, NC
<b>JOB TYPE</b>	Permanent Full-Time	<b>JOB NUMBER</b>	23-15201 AAHC60035953
<b>DEPARTMENT</b>	Dept of Natural and Cultural Resources	<b>DIVISION</b>	African American Heritage Commission
<b>OPENING DATE</b>	12/15/2023	<b>CLOSING DATE</b>	1/22/2024 5:00 PM Eastern
<b>JOB CLASS TITLE</b>	Program Analyst I	<b>POSITION NUMBER</b>	60035953
<b>SECTION</b>	African American Heritage Commission	<b>WORK LOCATION</b>	Raleigh, Wake County
<b>SALARY GRADE</b>	NC17	<b>RECRUITMENT RANGE</b>	\$56,906-\$70,000

## Description of Work



**23-15201 AAHC65035953**  
**Recruitment Salary: \$56,906- \$70,000**  
***This position will be located at:***  
 109 East Jones Street,  
 Raleigh, NC 27601

Learn about employee perks/benefits: <https://oshr.nc.gov/state-employee-resources/benefits>

***This position is deemed eligible for hybrid telework under DNCRs Telework Policy.***

**The Associate Director of the NC African American Heritage Commission** provides administrative level support to the division's Director and is responsible for many of the division's programs and organizational grants. The Associate Director works closely with the Director cultivating relationships with internal and external partners to conceptualize and implement initiatives and resource development opportunities that meet the needs of some of the division's core stakeholder groups including African American heritage practitioners, cultural institutions, colleges and universities, and educators. This position directly supervises three (3) employees in addition to contractors and volunteers. The Associate Director is responsible for leading and managing the agency in director's absence.

### Key Responsibilities:

- Execute several programmatic responsibilities, including overseeing programmatic budgets; advancing core organizational initiatives; developing community-centered programs about African American history, art and culture statewide; and co-monitoring and executing organizational grants.
- Connect AAHC to its broad network of constituents to opportunities through maintaining and building relationships with cultural institutions, cultural heritage groups and grassroots practitioners across the state and region.
- Provide technical assistance to constituents in need of African American heritage advisement.
- Represent the AAHC at statewide events, requiring them to speak publicly to a diverse array of audiences.
- Support the Director in preparing formal written reports and written, verbal and visual presentations.
- Serve as an intra-departmental liaison for African American heritage programs, as a liaison to institutional partners across the state and region and serve as an organizational representative in the stead of the Director as needed.
- Supervise three (3) employees in addition to temporaries and volunteers.
- Serve as division Public Information Officer supervising communications efforts including press releases, newsletters, and social media.
- Travel and participate in night and weekend activities as needed in addition to other duties as assigned.

The **African American Heritage Commission** is legislatively mandated to preserve, promote, and protect the state's African American history, arts and culture, across the state. Commissioners are appointed to the NC African American Heritage Commission by the Governor and the General Assembly for three-year terms.

**Please visit our website at <https://aahc.nc.gov/> for more information.**

The **North Carolina Department of Natural and Cultural Resources (DNCR)** takes care of the things that people love about North Carolina, literally from A to Z. The Arts to the Zoo, and so much else – parks, aquariums, historic sites, archaeology, African American Heritage Commission, science and history museums, the state Symphony, Library, and Archives, historic preservation, land, and water stewardship, and more. These places, and the ideas they represent, create a shared identity in North Carolina. They provide common ground. Everyone is welcome. The Department's vision is to be the leader in using the state's natural and cultural resources to build the social, cultural, educational and economic future of North Carolina. Our goal is to promote equity and inclusion among our employees and our programming to reflect and celebrate our state's diverse population, culture, and history. We encourage you to apply to become a part of our team.

**Please visit our website a [www.ncdcr.gov](http://www.ncdcr.gov) for more information.**

**Check out [this amazing video](#) about our Department.**

## Knowledge, Skills and Abilities / Competencies

**To receive credit for your work history and credentials, you must provide the information on the application form. Any information omitted from the application form, listed as general statements, listed under the text resume section, or on an attachment will not be considered for qualifying credit.**

**Qualified candidates must have or be able to:**

- Demonstrated knowledge of non-profit arts sector, museums, and/or cultural institutions.
- Demonstrated experience in planning and/or implementing heritage and/or cultural projects with significant impact.

**Management Preferences:**

- Demonstrated excellent oral and/or written communication skills and strong leadership and public speaking skills.
- Degree in African American Studies, Museum Studies, Public History, Cultural Studies, Southern U.S., Arts Administration, Fine Arts, History, Art History, Anthropology, American Studies, Education, Library and Information Science, or Folklore (or a related major) and experience working with or in African American cultural organizations.
- Demonstrated experience establishing and managing community-centered partnerships.
- Demonstrated ability to multi-task, to adapt quickly and professionally to changing priorities and demands.
- Demonstrated experience with grant writing, management, and execution.
- Ability to evaluate the needs of African American heritage organizations.
- Demonstrated experience working with and/or in diverse organizations and/or individuals.

## Minimum Education and Experience Requirements

**Some state job postings say you can qualify by an “equivalent combination of education and experience.” If that language appears below, then you may qualify through EITHER years of education OR years of directly related experience, OR a combination of both. See [oshr.nc.gov/experience-guide](https://oshr.nc.gov/experience-guide) for details.**

Bachelor's degree from an appropriately accredited institution and three (3) years progressively responsible experience related to the area of assignment, or an equivalent combination of training and experience.

## Supplemental and Contact Information

The Department of Natural and Cultural Resources (DNCR) selects applicants for employment based on required education and experience and job-related knowledge, skills, and abilities without regard to race, religion, color, national origin, sex, pregnancy, gender identity or expression, sexual orientation, age (40 or older), disability, National Guard or veteran status, genetic information, political affiliation or political influence.

**Please be sure to complete the application in full. Resumes may be uploaded with your application, but will not be accepted in lieu of a fully completed application and will not be considered for qualifying credit. "See Resume" or "See Attachment" will *NOT* be accepted.**

Information should be provided in the appropriate areas, to include the following: Education, including high school and all degrees obtained, Work Experience, and Certificates & Licenses. It is critical to our screening and salary determination process that applications contain comprehensive candidate information.

Answers to Supplemental Questions are not a substitute for providing all relevant information within the body of your application. To receive credit for the supplemental questions, you must provide supporting information within the "Work Experience" section of the application, to support your answers.

Degrees must be received from appropriately accredited institutions. Transcripts, and degree evaluations may be uploaded with your application.

To obtain veterans preference, you must scan and upload a copy of your DD-214 or discharge orders.

Applicants requesting and receiving an accommodation under the Americans with Disabilities Act (ADA) are eligible to submit paper applications via mail or by fax. Please call the human resources office for assistance.

If multiple applications are submitted to an individual posting, only the most recent application received prior to the closing date will be accepted. Applications must be submitted by 5:00 PM on the closing date.

Due to the volume of applications received, we are unable to provide information regarding the status of your application over the phone. To check the status of your application, please log in to your account. Upon the closing date, applications are "Under Review" and will be screened by Human Resources for the qualified applicants. The hiring process may take an average of 6 – 8 weeks.

It is the policy of the State of North Carolina and the N.C. Department of Natural and Cultural Resources that all employees provide proof of employment eligibility (immigration and naturalization) on the first day of employment. We participate in E-Verify (Employment Eligibility Verification System).

### **CONTACT INFORMATION:**

**N.C. Department of Natural and Cultural Resources Division of Human Resources**

**Division Address:**

**N.C. Department of Natural and Cultural Resources**

Division of Human Resources  
4603 Mail Service Center  
Raleigh, NC 27699-4603  
**Phone: 919-807-7373**

Technical issues submitting your application, **please call the NeoGov Help Line at 855-524-5627.**

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**Agency**

State of North Carolina

**Address**

NOTE: Apply to the department listed on posting

An Equal Opportunity Employer, North Carolina, State  
Government

**Website**

<http://www.oshr.nc.gov/jobs/index.html>

## Associate Director of the NC African American Heritage Commission Supplemental Questionnaire

**\*QUESTION 1**

I UNDERSTAND that DNCR requires a complete descriptive work history with all employment experience detailed to be considered for employment. I have included all of this information within my application. (If you haven't completed the application requirements, please return to your application to finish it before submitting your application. Resume will not be accepted in lieu of work history portion of this application.)

☐ Yes

☐ No

**\*QUESTION 2**

If offered this position, are you willing to accept a salary within the posted recruitment range of \$56,906- \$70,000?

☐ Yes

☐ No

**\*QUESTION 3**

Which best describes your years of knowledge of non-profit arts sector, museums, and/or cultural institutions? (This must be documented in the work history portion of this application in order to receive credit.)

☐ None

☐ Less than 1 year

☐ 1 year but less than 3 years

☐ 3 years but less than 5 years

☐ 5 years or more

**\*QUESTION 4**

**Which best describes your years of experience in planning and/or implementing heritage and/or cultural projects that have a significant impact? (This must be documented in the work history portion of this application in order to receive credit.)**

- ☐ None
- ☐ Less than 1 year
- ☐ 1 year but less than 3 years
- ☐ 3 years but less than 5 years
- ☐ 5 years or more

\* Required Question