



**Job Position Title: Programs Manager, Full Time, Regular; Exempt**  
**Salary: \$45,000 Annually**

The Michigan Street African American Heritage Corridor (MSAAHC), a non-for-profit, is seeking a full-time Programs Manager to be part of our team. Currently the MSAAHC is working with the City of Buffalo, the County of Erie, New York State Empire State Development, the Center for Regional Strategies, and many other community agencies to revitalize a culturally significant and historic district and its connecting neighborhoods through commercial, historic and human investment.

**Our Mission:** As an advocate for the community, the Michigan Street African American Heritage Corridor endeavors to integrate the African American cultural significance and impact on Buffalo's history through public engagement, community education that will invigorate, inspire, and enliven cultural appreciation, preservation and community development.

As part of Buffalo's renaissance, the MSAAHC features a host of landmarks referred to as the Founding Cultural Anchors (FCA) representing over 185 years in local and national African American history. This includes the Underground Railroad, the Abolitionist Movement, the Jazz Age, and the Civil Rights Movement. Reporting directly to the MSAAHC Executive Director, the Programs Manager will assist in coordinating tours of FCA's historic spaces, projects, programs and special events undertaken by and for both the MSAAHC and the FCA that will advance the MSAAHC's overall strategic action plan which will increase the Heritage Corridor's and FCA's visibility and sustainable revenue.

**The ideal candidate:**

- Must be a highly motivated and creative individual
- Must have experience in cultural/heritage tourism
- Must be able to be both a team player and the ability to work independently
- Must have experience in community outreach and engagement
- Have proven expertise in writing, marketing or public relations,
- Experience in website design or management as well as other social media digital platforms (including Facebook, Bluesky, Instagram, etc.)
- Must have a working knowledge of Excel software
- Experience with maintaining and providing reports from data collection programs

**Competencies include:**

- Excellent oral and written communication skills
- Must have event planning and program development experience
- Experience working with large groups of volunteers, with a demonstrated ability to exercise patience and foster positive, collaborative relationships
- Dynamic self-starter
- Team player
- Marketing or advertising skills
- Knowledge of cultural heritage tourism
- Excellent organizational skills
- Excellent listening skills
- Excellent oral and written communication skills



- Ability to develop and implement goals and plans
- Historic preservation skills desired
- Experience in administrative management
- Must possess strong computer skills including G-Suite, Microsoft Office, Wix (website platform), MailChimp, Canva/Adobe Graphic Design Skills.

A Bachelor's degree from an accredited college or university is required, a Master's degree preferred, and a minimum of 3 years' experience in marketing, public relations, media production, tourism or other related fields is required. The candidate will be expected to work between 40 hours per week and be available to work some regular evenings or weekends upon request. Incumbent must have reliable transportation.

### **Salary and Benefits:**

The position offers a competitive salary of \$45,000 annually, commensurate on proven previous success and experience. Employees are eligible for a comprehensive benefits package that includes health insurance, paid time off (PTO), and vacation time. We also offer a flexible, hybrid work schedule, allowing for a combination of remote and in-office work when applicable, to promote a healthy work-life balance.

### **Background:**

The Michigan Street African American Heritage Corridor Commission was founded in 2007 by a piece of NYS Legislation to create a historic preservation area on Buffalo's east side. The historic area directly corresponds with the Corridor's four core "Cultural Anchors." The Anchors are key to the Commission's success and mission. The Anchors are: The Michigan Street Baptist Church, the Nash House Museum, the Historic Colored Musicians Club, and WUFO Black History Radio Collective. The Corridor provides an administrative support system for the Anchors. The Corridor serves as the connector of the past, present and the future for the historic neighborhoods within and beyond the Corridor. This role will support our efforts to promote the past by working closely with the Anchors to highlight the stories of the history makers who lived here.

### **Equal Opportunity Employer Statement:**

The Michigan Street African American Heritage Corridor is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The Michigan Street African American Heritage Corridor makes hiring decisions based solely on qualifications, merit, and business needs at the time.

### **Application Instructions:**

To apply for this position, please submit your resume and cover letter via email to Terry Alford, Executive Director, [talford@michiganstreetbuffalo.org](mailto:talford@michiganstreetbuffalo.org). Include **Programs Manager** in the subject line. Applications will be accepted until close of business, Friday, March 21, 2025.