



# DC's Greatest Undertaking

## **About Historic Congressional Cemetery:**

Congressional Cemetery is a privately chartered cemetery founded in 1807 in Washington, DC. Owned by Christ Church Washington Parish, the cemetery is operated by the Association for the Preservation of Historic Congressional Cemetery, a 501(c)(3) organization. The 35-acre property, situated in the heart of Capitol Hill, serves as both an active burial site and a historic location that preserves the legacy of those buried in the cemetery, many of whom played instrumental roles in the history of our nation. As a National Historic Landmark, the cemetery not only has local architectural and social significance but also contributes to the national heritage of the United States and is a national tourist destination. Historic Congressional Cemetery is also an active hub for community engagement including a robust dog walking program, historic preservation projects, unique educational programs, and environmental stewardship efforts. Learn more at <https://congressionalcemetery.org>.

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*Congressional Cemetery seeks an Events and Marketing Coordinator to join the Programming, Events, and Education Team.*

## **Duties and Responsibilities**

The Events and Marketing Coordinator (EMC) is responsible for, alongside and under the supervision of the Director of Programming, the development, implementation, and execution of the cemetery's events and programs while helping oversee the planning and delivery of the cemetery's overall marketing initiatives and messaging. Attention to detail, strong organizational skills, and a penchant for teamwork are essential for the project management aspect of this role. This position is full time, non-exempt, role which requires a 40-hour work week with telework options available. Nights and weekends are expected for attendance at events.

### **Events and Programs**

- Helps manage and execute cemetery events, including recurring public programming, private events, theater experiences, festivals, concerts, and other in-house produced events.
- Provides supervision for onsite events, to include volunteer, sponsor, and contractor coordination.
- Manages event supplies inventory, to include alcoholic beverages. Obtains and keeps current an alcoholic beverage manager license.
- Working closely with the Director of Programming, assists and engages with strategic decision making, event planning, sponsor outreach, and other functions.

## Digital Content and Marketing

- Under the supervision of the Director of Programming and in coordination with other key staff and contributors, plans, administers, and executes the Cemetery's social media and digital marketing (Facebook and Instagram), creating content, coordinating with contributors, and ensuring marketing objectives are met.
- Oversees and implements website changes and updates as needed for programming and other institution wide initiatives.
- Administers, optimizes, and delivers organization wide mass email messages to HCC's constituencies.
- Performs other marketing functions, such ad placement, online marketing items, and community outreach.

## Administration, Reporting, and Support Activities

- Attends staff meetings as determined by leadership.
- Assists the Director of Programming with department wide meeting organization and planning.
- Attends professional development opportunities.
- Makes purchases to support event operations, reporting expenses.
- In coordination with HCC staff, assists with cemetery gift shop operations and purchases.
- Helps set up for in house staff team building activities and meals.
- Other duties as assigned by HCC leadership

## **Requirements**

- Bachelor's Degree in a related field.
- Strong physical and digital organization skills.
- Strong oral and written communication skills.
- The ability to lift 25 pounds.
- Availability to work weekends and after hours.
- A desire to learn and apply HCC resources to events and programs.
- Social media acumen with platforms such as Facebook and Instagram.
- The ability to productively and consistently collaborate with a small team

## **Preferred Characteristics**

- 2+ years of experience working for a non-profit organization, historic site, museum, or a related organization.
- Experience working with relevant marketing tools and software, such as mass email systems, graphic design platforms, and other related systems.
- Experience working directly with and coordinating volunteers in a variety of capacities.
- Content knowledge of American history, arboriculture, gardens and plants, cemeteries and deathcare, theater, or other related field.

## **Salary + Benefits**

Historic Congressional Cemetery offers a competitive salary, with a range of \$53,000-\$58,000, with a comprehensive benefits package that includes:

- Health insurance stipend
- Retirement plan with employer match
- Technology stipend
- Commuter benefit
- Paid annual and sick leave
- Gift Shop discount
- Flexible Telework

They will join a quirky team in a unique and engaging workplace.

**To Apply:**

Please submit a resume and cover letter to Anthony Orlikoff, Director of Programming [jobs@congressionalcemetary.org](mailto:jobs@congressionalcemetary.org). Initial consideration will be given to applicants who apply February 1, 2026.

*Applicants who do not send an email to [jobs@congressionalcemetary.org](mailto:jobs@congressionalcemetary.org) will not be considered.*

Historic Congressional Cemetery is an Equal Employment Opportunity Employer.