

## Join Our Team at the Bell Tower Community Foundation!

Are you passionate about making a difference in your community? Do you enjoy engaging with others and sharing local history? We're hiring for these exciting part-time positions! [Click here for Job Descriptions.](#)

### 1. Finance & Social Media Coordinator

- **Responsibilities:**
  - Manage financial records, budget tracking, and reporting.
  - Develop and schedule engaging content for social media platforms.
  - Increase community engagement and promote events.
- **Qualifications:**
  - Strong organizational and financial skills.
  - Experience with social media content creation and marketing.
  - Passion for promoting community initiatives.

### 2. Mahanay Bell Tower Staff & Tour Coordinator

- **Responsibilities:**
  - Oversee staffing and scheduling for tower operations.
  - Coordinate and lead tours, sharing the history of the iconic Mahanay Bell Tower.
  - Ensure a welcoming and memorable experience for all visitors.
- **Qualifications:**
  - Strong communication and leadership skills.
  - Enthusiasm for local history and tourism.
  - Ability to manage schedules and coordinate staff.

### Why Join Us?

- Be part of preserving and promoting a beloved community landmark.
- Flexible part-time hours.
- Opportunity to engage with locals and visitors alike.

### To Apply:

Submit your [application, available here](#) and on the Mahanay Bell Tower website at <https://mahanaybelltower.org>, along with your resume to the Jefferson Matters Welcome Center or e-mail to [mahanaybelltower@gmail.com](mailto:mahanaybelltower@gmail.com) by February 14, 2025.

Join us in keeping the spirit of the Bell Tower ringing strong!