



Engagement and Research Associate

The Opportunity

Are you passionate about U.S. history and love uncovering stories from the past? If so, the William G. Pomeroy Foundation may have the perfect opportunity for you.

At our foundation, we're dedicated to helping communities uncover and celebrate their local history through our nationwide historic marker grant programs. With markers in 49 states and ambitious plans to grow, we're looking for a curious, energetic, and collaborative individual to join our team. As an Engagement and Research Associate, you'll play a vital role in commemorating historic people, places, and events while working with historians, grant applicants, and other partners to bring history to life.

This full-time, in-person position is based at our Syracuse, NY headquarters and includes some travel. It offers the chance to work with a dynamic team that shares your passion for history while making a real impact on preserving and celebrating America's diverse heritage.

What You'll Do

Engagement Responsibilities

- Build and maintain relationships with a portfolio of partners, encouraging them to apply for new markers or expand their participation in our programs.
- Serve as a program lead for some of the Foundation's signature initiatives, helping applicants bring their vision for historic markers to life.
- Foster connections with organizations and communities across the U.S. to emphasize the importance of local history and inspire participation in our programs.
- Promote a more inclusive historical landscape by helping communities highlight lesser-known voices and stories.
- Collaborate with professional historians, experts, and community leaders to encourage applications for historic markers.
- Contribute to the historic commemoration of the U.S. Semiquincentennial (250th anniversary) by supporting projects that celebrate this milestone.

Research Responsibilities

- Review historic marker grant applications to ensure primary source documentation supports proposed inscriptions.
- Evaluate, interpret, and verify records from individuals, organizations, and local governments.
- Provide guidance to grant applicants, helping them locate primary source documents and conduct historical research.
- Rewrite and refine marker inscriptions in collaboration with applicants to meet Foundation standards.

- Manage communications with applicants and maintain detailed records using the Foundation’s online grant management system (Foundant).
 - Write descriptions for markers featured on the Foundation’s digital marker map.
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What We’re Looking For

Education and Experience

- Bachelor’s degree in history (U.S. history emphasis), public history, or a related field; a master’s degree is preferred.
- Prior experience in customer service, institutional advancement, or sales is a plus.
- Research experience is highly desirable.

Skills

- Excellent communication, interpersonal, and relationship-building skills.
 - Strong online research abilities, with experience locating primary source documents.
 - Attention to detail and a commitment to accuracy.
 - Strong writing skills, particularly for historical narratives and inscriptions.
 - Proven ability to collaborate in a team setting and meet deadlines.
 - Familiarity with Microsoft Office.
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What We Offer

- **Salary Range:** \$21.00 - \$25.00 per hour
 - Full-time position with benefits, based in Syracuse, NY.
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How to Apply

Send your cover letter and resume to jobs@wgpfoundation.org, including “Engagement and Research Associate” in the subject line.

About Us

The William G. Pomeroy Foundation® is a private grant-making organization based in Syracuse, NY. Since 2006, we’ve been helping communities celebrate their local history with premium cast aluminum markers. Starting with just 32 markers in Onondaga County, NY, we’ve now funded over 2,600 markers across 49 states.

Our programs span diverse themes, from food history to folklore and transportation, with new initiatives in development. To learn more about our work and mission, visit us at wgpfoundation.org.