

**El Rancho de Las Golondrinas**  
**Job Description**  
**Executive & Program Associate**

**Job Summary:**

The Executive & Program Associate (EPA) plays an integral role in supporting the Museum Director, Board of Directors and the Program Team of El Rancho de Las Golondrinas. Reporting to the Museum Director, the EPA will be responsible for providing support for the Museum Director and the Programs Team. This position will also serve as liaison to Las Golondrinas' Board of Directors.

**Duties and Essential Functions:**

**Personal Assistant to the Museum Director**

- Responsible for keeping Museum Director's schedule and reminders
- Schedule meetings and distribute notices
- Attend meetings with Museum Director
- Assist Museum Director with administrative duties
- Occasionally attend Development & Board events
- Serve as Board Liaison, including
  - Board correspondence
  - Distribute board packets
  - Schedule Board and committee meetings, notices, reminders and facilitate web meetings
  - Produce meeting agendas and minutes
  - Field inquiries and requests from board members
  - Maintain the Board Calendar

**Program Support and Internal Communications**

- Responsibilities include:
  - Assist Program Team, Director of Education and Curator as needed
  - Open and close Museum grounds and check on volunteers daily
  - Keep office calendar and communicate with administrative staff to keep all apprised of museum activities
  - Compose and distribute minutes for staff meetings
  - Maintain Museum annual calendar
  - Special ordering of supplies/materials for the Program Team

**Other Duties as Assigned by Museum Director**

**Candidate Requirements**

- Bachelor's degree or equivalent and at least 1 year related experience
- Demonstrated ability to provide quality customer service
- Highly organized and detail-oriented, flexible and collaborative with an ability to prioritize and manage multiple tasks

- Excellent written and oral communication skills
- Attention to detail
- Possess a positive, collaborative attitude
- Ability to be diplomatic and have an awareness of appropriate workplace interactions
- Ability to anticipate the needs of others by becoming deeply familiar with the Museum and its operations
- Through understanding of sensitivity to guests, volunteers and staff
- Proficiency in Microsoft Office suite, including Excel, Word and Power Point

**Preferred-**

- Previous experience as a Personal Assistant or in Museum Programming
- Previous experience working with Volunteers
- Knowledge of New Mexico History
- Familiarity with Santa Fe and Northern New Mexico History and Culture
- Bilingual (English/Spanish)

**Additional Requirements-**

- Ability to work with supervisor to prioritize objectives
- Excellent and open communicator; ability to write and speak clearly and effectively to deliver consistent messaging to guests, staff and volunteers
- Ability to work independently and in a timely manner
- Ability to maintain regular and timely attendance
- Contribute to values-based culture and demonstrate adherence to the highest ethical standards
- Ability to help guests and volunteers feel warmly welcomed and heard
- Able to climb stairs, carry and lift 30 pounds stand and sit for extended periods of time
- Ability to work in dusty environments and outdoors
- Ability to comply with and adhere to all internal procedures, processes and policies, as well as Las Golondrinas' core values and mission
- Able to work a non-traditional schedule including weekends, evenings and nights

This Full-Time Position is salaried and includes health and dental insurance, paid sick and vacation leave, birthday bonus check, 401K after one year of employment and 2 weeks end-of-year paid holiday vacation.

Salary Range: \$38 - \$42K/year

Send cover letter and resume to Jackie Camborde at [jackiecamborde@golondrinas.org](mailto:jackiecamborde@golondrinas.org)  
No phone calls, please.