

El Rancho de las Golondrinas: Executive & Program Associate

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.

Essential Job Function: Scheduling/Meeting Support for Museum Director

- Responsible for keeping Museum Director's schedule, including
 - Scheduling meetings
 - Creating & Distributing meeting notices
 - Taking & Distributing minutes for meetings

Essential Job Function: Board Liaison

- Responsible for assisting Museum Director with:
 - Distributing board packets
 - Distributing meeting notices
 - Scheduling committee meetings & taking minutes
 - Fielding inquiries and requests for board members

Essential Job Function: Internal Communications/Program Support

- Responsibilities include:
 - keeping office calendar and communicating with administrative staff to keep all updated on museum activities
 - Assisting Program Team (Education, Curator) as needed
 - taking and distributing minutes for staff meetings

Other duties as assigned by Museum Director

This Full-Time Position is salaried and includes health insurance, paid sick and vacation leave, birthday bonus check, 401K after one year of employment, paid Christmas vacation. Hours are typically Monday-Friday, 8AM-4PM, with occasional evening/weekend work.

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

Candidate Requirements

- Bachelor's degree or equivalent and at least 1 year 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
- Possess a positive, collaborative attitude
- Proficiency in Microsoft Office suite - Excel, Word and Power Point

Please send cover letter and resume electronically to jackiecamborde@golondrinas.org. No phone calls, please.