

FRIENDS OF THE TUBAC PRESIDIO AND MUSEUM (FOTTPAM)
Administrative Coordinator
Job Description, Duties & Responsibilities

Job Title	Administrative Coordinator
Description	Job Description: Manage the administrative and coordinating duties for the Tubac Presidio State Park & Museum (operated by the non-profit, Friends of the Tubac Presidio and Museum) to ensure smooth operations and a welcoming space for visitors, volunteers, and school groups.
Hours/Week	30-hrs/week to start with the possibility for future fulltime and benefits.
Wage & Benefits	\$19-\$21 hour
Telecommute Y/N Hours?	Limited
Staff (and others) Supervised	Volunteer Corps & Interns
Reports to	Park Director
Key Responsibility (1)	Public Visitation: <ul style="list-style-type: none"> • Open/close park, museum, and gift shop in coordination with volunteers.
Key Responsibility (2)	Administrative Support (5 hrs./week): <ul style="list-style-type: none"> • Respond to email and phone inquiries; • File, scan, and archive materials in a Google Workspace; • Write memos and other correspondence (Word, Google Docs), work on project budgets (Excel, Google) and maintain contact databases (Wix, Google); • Schedule meetings and events in Google Calendar, facilitate committee meetings, take notes as needed; and • Order supplies and merchandise.
Key Responsibility (3)	Communication & Marketing Support (5 hrs./week): <ul style="list-style-type: none"> • Produce and distribute flyers, brochures and posters to partner organizations; • Develop & publish content for the Tubac Presidio Park & Museum website, social media, blogs, e-blasts and online calendars; • Handle publicity and school group requests; and • Curate media files (load, label, file) in Google Workspace.

Key Responsibility (4)	Coordinating Programs (Volunteer, Intern & Education) (10 hrs./week): Working closely with the Director, co-develop and coordinate the Presidio's outstanding programs: <ol style="list-style-type: none"> 1. <i>Volunteer Program</i> – recruiting, supervising, nurturing and growing the volunteer base and scheduling volunteers for activities and events. 2. <i>Internship Program</i> – Santa Cruz Co. High Schools and Community College student recruitment, training, scheduling, and supervising. 3. <i>Formal Education Program</i> for Grades 3-5 – support for educators for accessing and using curriculum materials, scheduling field trips, serve as a field trip guide and administer evaluations.
Key Responsibility (5)	Coordinate Events & Tours: (10 hours/week): <ul style="list-style-type: none"> ● Tours: Schedule and give weekly tours at The Tubac Presidio. ● Private Events: Coordinate details for facilities rentals. ● Public Events: Plan and coordinate concerts, lectures, demonstrations, celebrations, and educational workshops with experts, volunteers, and vendors.
Skills Used in Your Position	<ul style="list-style-type: none"> ● Excellent administrative and organizational skills, ability to multitask; ● Strong writing skills. ● Experience with Google Workspace, Wix, Microsoft products, and cloud-based calendars and drives. ● Knowledge of web content creation and management; ● Experience producing and publishing social media posts; ● Experience training and managing volunteers and interns; and ● Ability to interact with a wide diversity of public audiences to share knowledge and information about the Tubac Presidio to foster interest and engagement and to create a welcoming space for visitors and volunteers.
Preferences	<ul style="list-style-type: none"> ● Bilingual English-Spanish speaking and writing skills are a plus. ● Knowledge of the history, cultures, and environment of the Tubac Presidio State Park & Museum, Southern Arizona, and the Borderlands, is desirable. ● BIPOC individuals are strongly encouraged to apply.

Please send your cover letter, resume, and three references with contact information to: director@tubacpresidio.org

This position is open until filled.