

**Title:** Public Programs Coordinator

**Classification:** Temporary (ends June 30, 2021), Part-time (18 hours per week), Non-exempt

**Rate:** Range \$17.00-\$18.50/per hour

**Reports to:** Public Programs Manager

**Position Summary:**

The Public Programs Coordinator helps to facilitate the Santa Cruz Museum of Natural History's Public Programs under the supervision of the Public Programs Manager. Public programming includes a suite of virtual and in-person offerings, including volunteer opportunities, workshops, walks, and lectures. These programs are deeply rooted in our core value of *building community around a shared curiosity for and appreciation of the natural environment*.

The Public Programs Coordinator is responsible for promoting Public Programs through many channels, managing participant data, assisting with program evaluation, volunteer program administration and facilitating program delivery. They will help to ensure our goals of making Museum programs inclusive, effective, and meeting the needs of our audiences.

**Note:** This is a temporary, part-time position and is scheduled to end on June 30, 2021.

**Specific Responsibilities:**

Program Administration and Promotion (65%)

- Screen, interview, and refer volunteer candidates to appropriate departments
- Work with the marketing team to promote public events and volunteer opportunities
- Maintain online listings of public programs on public platforms and calendars, and seek additional opportunities for promotions
- Create content for social media and advertising that promotes events, volunteer opportunities, and supports the Museum's mission
- Maintain volunteer and program participant records
- Maintain our volunteer portal and web page with current volunteer and intern listings
- Provide data for monthly reports

Program Facilitation (25%)

- Work with Public Programs Manager in planning and preparing materials for public programs and volunteer opportunities
- Assist, as needed, in delivery of public programs via online platforms and in-person when possible
- Support staff in consistently providing training, enrichments, and feedback for volunteers
- Support volunteers in their roles, including sharing job descriptions and relevant learning resources

General (10%)

- Collaborate with all Museum staff to achieve overall Museum objectives
- Represent the Museum in a professional, positive manner
- Other related duties, as assigned

**Essential Requirements:**

- Two years of college or equivalent experience
- Excellent interpersonal skills and ability to interact with a wide range of individuals and groups
- Strong organizational skills, with proven track record as an effective team member
- Excellent communication skills (verbal and written)
- Comfort and ability to speak in public
- Ability to collaborate on team projects
- Strong enthusiasm for and interest in natural history
- Available to work weekdays, plus occasional weekends and evenings
- Computer proficiency and experience with computers and the following software: MS Office, Google Suite, Zoom, and social media platforms

**Desired Qualifications:**

- Fluency in Spanish
- Experience working with volunteers
- Experience with graphic design and marketing
- Experience with database software (especially Volgistics, Altru)

**Work Environment:**

- Standard office environment with occasional work throughout the Museum and outdoors
- OR work-at-home independently as the Museum follows pandemic protocols as outlined by Santa Cruz County and/or the State of California.
- Significant telephone and computer work (repetitive movement – typing)
- Frequent sitting, standing, walking, bending and climbing stairs with occasional lifting of light loads (20 lbs.)

The incumbent must be able to perform each requirement of the position as outlined in the job description. **Essential Requirements** are representative and are essential for satisfactory job performance. The **Work Environment** characteristics are representative of those that may be encountered while on the job. The Museum will make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the position.

---

**To Apply:** Interested candidates may apply by submitting a cover letter along with a detailed resume to: [employment@santacruzmuseum.org](mailto:employment@santacruzmuseum.org) with the subject line: **Public Programs Coordinator**.

Please direct questions relating to this position to Angela Ward at [employment@santacruzmuseum.org](mailto:employment@santacruzmuseum.org).