

Title: Public Programs Coordinator (bilingual)
Job Type: Full-time - 40 hours/week
Location: Santa Cruz & Watsonville
Salary: \$20.00 - \$22.00/hr plus benefits
Classification: Non-exempt
Schedule: Tuesday-Saturday, with occasional evenings required
Reports to: Education Manager

Position Summary:

The Public Programs Coordinator (bilingual) is responsible for facilitating the Museum's public programs throughout Santa Cruz County. Public programs serve multigenerational audiences through workshops, walks, lectures, festivals, and more. In addition to developing content for certain programs, the Public Programs Coordinator will also develop community partnerships and coordinate with guest experts. This position requires Spanish language fluency and a willingness to work in a variety of outdoor settings.

Approximately 50% of the work associated with this position will occur in or near Watsonville.

Specific Responsibilities:

Community Engagement

- Coordinate and facilitate outreach events that serve target audiences
- Build and maintain positive working relationships with trusted community partners
- Assist supervisor and Marketing Coordinator with development of outreach materials

Programs and Events

- Work with supervisor to plan program calendar
- Serve as a primary interpreter/facilitator for nature and science-focused educational programs at various outdoor field sites for youth and adults
- Coordinate programs with community partners
- Lead the development, organization, and preparation of program activities and materials
- Provide support during special events
- Participate in ongoing training and evaluation activities

Administration

- Work with Education Manager to ensure adherence to grant requirements
- Routinely maintain program logs, calendars, and databases (i.e. Blackbaud's Altru)
- Update WordPress website with upcoming events
- Oversee the organization, maintenance, and security of program materials
- Assist with the development, distribution, and analysis of program evaluations
- Participate in Museum staff meetings and special events

Essential Requirements:

- Fluency in Spanish is required
- Valid driver's license and access to personal vehicle (mileage reimbursement provided)
- Experience working with school-aged children
- Interest and curiosity in learning about the natural and cultural history of Santa Cruz
- Written communication skills with attention to detail
- Experience working with Google and/or Microsoft Applications
- Comfortable leading multigenerational audiences
- Position schedule is Tuesday through Saturday, with occasional evenings required

Preferred Qualifications:

- Coursework in Elementary Education, Environmental Education, or Interpretation
- Knowledge of child development and strategies for engaging students of varying ages
- Experience establishing partnerships between community groups, especially within Santa Cruz County
- Experience with event coordination
- Bachelor's Degree in a related field

Work Environment:

- Hybrid workplace environment with significant time at various outdoor settings
- Frequent sitting, standing, walking, bending and climbing stairs with occasional lifting of moderate loads (up to 50 lbs.)

Applicants 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.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. The Museum values a diverse and inclusive workplace, so if you are excited about this role but your past experience doesn't align perfectly with all of the responsibilities, we encourage you to apply anyway. You may be just the right candidate for this or other opportunities.

To Apply:

Interested candidates can apply by submitting a cover letter along with a detailed resume to: employment@santacruzmuseum.org with the subject line: **Public Programs Coordinator (bilingual)**.

Please direct questions relating to this position to Lucy Logsdon at employment@santacruzmuseum.org.