



New Mexico Holocaust Museum and Gellert Center for Education

Job Opening: Programs Administrator

Posted: November 2022

Master's degree preferred; bachelor's degree required

Salary range based on level of education and experience: \$35,360 - \$39,520, with up to \$300 a month medical insurance reimbursement

Duties and responsibilities include management of the volunteer, education, and traveling exhibit programs

Reports to director of administration

Desired skills:

- work cooperatively and collaboratively with a small, dedicated team
- recruit, train, and create ways to retain volunteers
- interview applicants, select those who are qualified, train, coordinate and supervise volunteers
- cover reception desk when no volunteer is available
- keep rosters and email addresses up to date and disseminate them to appropriate individuals
- work with the education team to recruit teachers, maintain data bases on teacher contact information, schedule professional development workshops, and disseminate information to teachers
- facilitate and market education programs
- work with host on teacher website
- organize, promote, and facilitate programs on- or off-site
- schedule student, adult, and family tours
- facilitate and market traveling exhibit programs
- develop and maintain a data base of appropriate facilities for traveling exhibits
- display proficiency in Microsoft Office Suite and use of social media
- possess leadership skills to direct volunteers, and work and collaborate with individuals from divergent backgrounds

TO APPLY, email cover letter and résumé to lberner@nmholocaustmuseum.org or USPS mail to the New Mexico Holocaust Museum, PO Box 1762, Albuquerque NM 87103-1762.

For more information about the museum, please visit our website: www.nmholocaustmuseum.org