



Now Hiring: Preservation Outreach Coordinator

Position: Preservation Outreach Coordinator

Salary Rate: \$40,000 - \$50,000 annually

Classification: Full-time

Reports to: President & CEO

Start Date: As soon as possible

Benefits: Health Insurance, 401K plan, 168 hours of Paid Time Off

Archaeology Southwest (ASW):

For three decades, Archaeology Southwest has practiced a holistic, conservation-based approach to exploring the places of the past. We call this Preservation Archaeology. By exploring what makes a place special, sharing this knowledge in innovative ways, and enacting flexible site protection strategies, we foster meaningful connections to the past and respectfully safeguard its irreplaceable resources.

For more information, please visit www.archaeologysouthwest.org

Position Objectives:

This position coordinates and implements Archaeology Southwest's cultural heritage site protection activities. The Preservation Outreach Coordinator is a key member of the preservation team. She/He provides leadership in working to protect the cultural heritage—archaeological sites, historic buildings, and cultural landscapes—of the Greater Southwest (Arizona, New Mexico, Colorado and Utah). In cooperation with staff Preservation Archaeologists, the Preservation Outreach Coordinator will identify and evaluate what places are important, where they are located, and how to protect them. She/He works regularly with a diverse array of individuals, tribal, local, state and federal government agencies, and volunteers. Building and maintaining collaborative relationships with diverse interest groups and local communities is one measure of success in this position.

Duties of the Position:

- Developing collaborative relationships with governmental officials, rural community leaders, and Native American groups.
- Coordinating geographic Priority Area planning in Arizona, New Mexico, Colorado and Utah.
- Engaging in public lands advocacy to promote preservation of heritage resources.
- Developing relationships with landowners who have significant archaeological or historical resources on their property.
- Pursuing permanent site protection options, including conservation easements and site purchases, within priority areas.

- Negotiating contracts involving real estate including donations and acquisition of full fee and conservation easements.
- Working with volunteers to relocate and identify significant sites within priority areas.
- Developing funding support for program activities.

Basic Qualifications:

- Educational background (minimum B.S. or B.A.) in relevant field such as archaeology, anthropology, environmental studies, ecology, historic preservation, geography, community/urban/rural planning, cultural or natural resource management, or a related field.
- Two to three years experience in conservation or historic preservation field. Experience working with local and rural communities to share information and build collaborative relationships for preservation is especially relevant.
- Basic knowledge of federal and state agencies, laws, treaties, and policies dealing with use and conservation of natural and/or cultural resources. Additional learning will take place on the job.
- Strong writing and public speaking skills, and an ability to communicate effectively with a diverse range of individuals and groups.
- Ability to conduct research, analyze information, and produce work-products in a consistent, efficient, and timely manner.
- Knowledge of, or experience conducting, real estate transactions.
- Ability to efficiently and effectively handle multiple projects and topics at one time.
- Personal interest and commitment to conservation and/or historic preservation.
- This position does not require training as a professional archaeologist; however, it is expected that through on-the-job experience and training, the successful candidate will develop a general familiarity with the archaeology, history, and cultures of the Greater Southwest.
- Geographic Information System experience or educational background desirable.
- Willingness and ability to travel throughout the Southwest is essential.

Submit cover letter and resume to:

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