



JOB ANNOUNCEMENT

Title: Director of Outreach

Location: As of December 1, 2021, this position will be Tucson-based and in person. It is Archaeology Southwest's expectation that all personnel—employees, contractors, and volunteers—will follow CDC guidelines on the COVID-19 vaccination, mask requirements, and preventative hygiene.

Salary Rate: \$60,000 per year

Classification: Exempt

Start Date: Immediately

Position open until filled

Benefits: Paid Time Off (200 hours), health insurance, vision plan, optional dental plan (50% subsidized), 401k plan with 20% employer match, life insurance, short term and long term disability insurance.

Archaeology Southwest:

Archaeology Southwest practices a holistic approach to protecting heritage places and landscapes. Archaeology Southwest is committed to close and respectful collaboration with American Indian Tribal governments and communities. In our workplace and activities, we strive for inclusion across race, gender, age, religion, and identity. For more information, please visit www.archaeologysouthwest.org.

Position Description:

The Director of Outreach is responsible for developing and implementing educational programs and volunteer opportunities for Archaeology Southwest. Other key duties include maintaining the organization's social media presence, marketing Archaeology Southwest programs, and assisting in maintaining the organization's websites. The Director of Outreach is a key member of a small but hardworking and effective Outreach Team that includes the Content & Communications Director, Director of Development, Development Coordinator, and the Hands-On archaeologist.

Responsibilities:

Educational Programs

- Plan and coordinate the Archaeology Café series and other adult educational programming, including the Undergraduate Class Packets service
- Represent Archaeology Southwest at events such as the Arizona Archaeology Expo and Festival of Books
- Coordinates the Hands-On program

Volunteer Programs

- Manage volunteer programs and activities
- Create and implement a community scientist volunteer program to meet the needs of the cyberSW project, in coordination with the cyberSW Manager
- Identify and implement other volunteer opportunities that further Archaeology Southwest's mission and programs
- Recruit, vet, train, schedule, and supervise volunteers
- Maintain volunteer policies and protocols



Responsibilities, continued:

Social Media & Marketing

- Maintain an active social media presence for the organization (Facebook, Instagram, YouTube) in coordination with Archaeology Southwest's Content & Communications Director
- Use the organization's internal communication channels (website, social media, mailings) to publicize Archaeology Southwest events, classes, and programs
- Implement the effective use of images, including short videos, to share Archaeology Southwest's mission and programs through various channels
- Manage photo archive
- Oversee maintenance and functionality of the website (shared/cross-trained with Development Coordinator)

Qualifications and Skills:

- Minimum 2 years' experience in public archaeology or outdoor education programs
- M.A. or M.S. in archaeology preferred
- Excellent written and oral communication skills and an ability to convey Archaeology Southwest messages across a range of audiences
- Familiarity and fluency in major social media programs, including Facebook, Instagram, and YouTube
- Must be able to work independently and as part of the team
- Strong leadership skills with an ability to connect and communicate with a wide range of communities and individuals – a "people person"
- Proven ability to manage multiple projects and assignments and meet deadlines

Archaeology Southwest is an Equal Opportunity Employer and will consider all applicants for employment and all employees for placement, job assignments, transfers, promotions, and any other status change without regard to race, color, religion, creed, gender, gender expression, age, national origin, ancestry, disability, marital status, sexual orientation, economic circumstances, criminal convictions, or military status.

To apply, submit cover letter and resume to:

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