



Now Hiring: Outreach & Volunteer Coordinator

Position: Outreach & Volunteer Coordinator

Salary Rate: \$21 - \$23 per hour, depending upon qualifications

Classification: Full-time, Non-Exempt

Reports to: Deputy Director

Start Date: April 1, 2019

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

Archaeology Southwest:

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:

The Outreach and Volunteer Coordinator (O&VC) is responsible for managing Archaeology Southwest's current volunteer programs as well as expanding the effective use of volunteers throughout the organization, especially the development of a group of "citizen scientists" who will contribute critical data to the groundbreaking *cyberSW* project. The O&VC assists in the management of the membership program, planning and implementing membership/donor events, and maintaining donor information in databases. A new position, the O&VC will join a small, hardworking, and effective Outreach Team that includes the Communications Director and the Marketing and Design Director. The position reports to the Deputy Director, who also serves as the organization's Chief Development Director.

Duties of the Position:

- Manage current volunteer programs and activities
- Create and implement a citizen 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

- Process gifts and acknowledgements
- Process monthly membership renewal notices
- Keep the member & donor database clean and up-to-date
- Maintain various email lists
- Coordinate quarterly mailings of *Archaeology Southwest Magazine*
- Serve as the first point-of-contact for questions from the public and our members/donors regarding membership, gifts, and benefits (phone, in-person, email)
- Assist in the implementation of strategies to increase membership numbers, retention, and/or gift amounts through promotions, campaigns, and/or events
- Plan and coordinate existing Archaeology Southwest events, including the Annual Members Meeting, the Fall Professionals Party, and the Archaeology Café series
- Represent Archaeology Southwest at events such as the Arizona Archaeology Expo, Festival of Books, and Hands-On programs, as appropriate

Basic Qualifications:

- Must be highly organized and detail oriented
- Must be able to work independently and as part of the team
- Pleasant, outgoing, flexible personality, efficient phone manner, and good “people skills” are essential
- Strong English-language skills and writing ability required. Must be able to communicate clearly and concisely both orally and in writing
- Familiarity and fluency with a personal computer system is a must, especially with databases and programs such as Microsoft Word, Excel, Access, Outlook, and Power Point
- Some evening and weekend work occasionally required. Some overnight travel may also occasionally be required.
- Demonstrated interest in southwestern archaeology and historic preservation is preferred
- While not required, academic training in anthropology or archaeology is a plus

Submit cover letter and resume to:

Linda Pierce, Deputy Director
 Archaeology Southwest
 300 N. Ash Alley
 Tucson, AZ 85701
lpierce@archaeologysouthwest.org

APPLICATION DEADLINE: February 28, 2019