

**El Rancho de las Golondrinas Living History Museum**  
**Job Description**  
**Office Administrator and Assistant to the Director**

**Job Summary:**

The Office Administrator and Assistant to the Director is an essential member of the museum team functioning in a supporting role across multiple departments. The position will oversee the successful operations of the office in support of all staff members and function as personal assistant to the Museum Director assisting with Board correspondence and scheduling. Reporting to the Museum Director, the position is responsible for the smooth execution of the duties assigned.

This position is expected to work some festival weekends and special events, and attend all Board meetings and committee meetings.

The successful candidate must be a caring “people person” with the ability to work both independently and as part of a team, be detail-oriented, an ability to practice discretion in matters related to HR, Staff and Board Operations. Must have excellent writing and communications skills and the ability to multitask. It is essential that this position is proactive in getting to know the volunteers and Board and be attentive to their needs, concerns and questions.

**Duties and Essential Functions:**

**Office Manager:**

- Be knowledgeable of all rules and regulations as they impact the museum and visitors
- Monitor and answer mainline telephone and general email account
- Greet visitors and oversee guest access to the staff lot and office
- Assist in coordinating programming and advertising
- Manage staff, volunteer and Board correspondence
- Oversee office and breakroom supplies, orders and equipment
- Maintain office organization and cleanliness
- Provide administrative support to all staff as needed
- Additional duties as assigned

**Personal Assistant to Museum Director:**

- Maintain Board calendar
- Responsible for Board correspondence
- Produce committee and meeting agendas and minutes
- Coordinate Board meeting reminders including the facilitation of call-in and Zoom invites
- Assist with Development events
- Additional duties as assigned

**Qualifications:**

**Required-**

- Highschool Diploma or GED
- Experience working in an office setting
- Experience working with the public or in the service industry
- Excellent written, organizational, and interpersonal skills

- Attention to detail
- Ability to work with and engage the public
- Ability to be diplomatic and have an awareness of appropriate workplace interactions
- Thorough understanding of sensitivity to guests, volunteers, and staff
- Awareness and sensitivity to local cultures
- Basic Mac computer skills and office related software (MS Office, Email, Databases)

**Preferred-**

- College Degree BA/BS
- Previous experience as an Office Manager or Personal Assistant
- Previous experience working with Volunteers
- Knowledge of New Mexico History
- Familiarity with Santa Fe and Northern New Mexico History and Culture
- Bilingual (English/Spanish)

**Additional Requirements-**

- Highly organized with the ability to work on several projects concurrently and handle standards for accuracy and quality
- Ability to work with supervisor to prioritize objectives
- Excellent and open communicator; ability to write and speak clearly and effectively to deliver consistent messaging to guests, staff and volunteers
- Ability to work independently and in a timely manner
- Ability to maintain regular and timely attendance
- Contribute to values-based culture and demonstrate adherence to the highest ethical standards
- Ability to help guests and volunteers feel warmly welcomed and heard
- Able to climb stairs, carry and lift 30 pounds stand and sit for extended periods of time
- Ability to work in dusty environments and outdoors
- Ability to comply with and adhere to all internal procedures, processes and policies, as well as Las Golondrinas' core values and mission
- Able to work a non-traditional schedule including weekends, evenings and nights.

This Full-Time Position is salaried and includes health and dental insurance, paid sick and vacation leave, birthday bonus check, 401K after one year of employment and 2 weeks paid end-of-year holiday vacation.

Send Cover Letter, Resume, References and Writing Sample to Daniel Goodman at [daniel.goodman@golondrinas.org](mailto:daniel.goodman@golondrinas.org)