

**Title:** **Public Programs Associate (bilingual)**  
**Classification:** Non-exempt, 50% FTE (20 hours/week)  
**Rate:** \$22/hour  
**Schedule:** Flexible, with recurring weekend shifts and occasional evenings required  
**Reports to:** Public Programs Manager

**Position Summary:**

The Public Programs Associate (bilingual) is responsible for facilitating the Museum's public programs throughout Santa Cruz County. Public Programs serve multigenerational audiences through workshops, walks, lectures, festivals, and more. In addition to developing content for certain programs, the Public Programs Associate will also strengthen community partnerships and represent the Museum through public engagement. This position requires Spanish language fluency, a willingness to work in a variety of outdoor settings, and frequent weekends and occasional evenings.

**Approximately 50% of the work associated with this position will occur in or near Watsonville.**

**Specific Responsibilities:**

**Program Facilitation (80%)**

- Work with the Public Programs team to identify and develop outreach projects and programs that engage all audiences
- Facilitate outreach programs and events that serve target audiences
- Maintain positive working relationships with trusted community partners
- Refer new, potential partnerships to management while maintaining exceptional customer service
- Assist Outreach Coordinator with development of outreach materials
- Maintain and oversee outreach supplies including, but not limited to, Mobile Museums, Mini Museums, educational artifacts, art supplies, lesson plans
- Work with the Public Programs team to plan program calendar
- Serve as a primary interpreter/facilitator for nature and science-focused educational programs at various outdoor field sites for youth and adults
- Assist Outreach Coordinator with scheduling programs and projects
- Assist in supporting the Special Events Assistant for both onsite and offsite events
- Participate in ongoing training and evaluation activities
- Work with Museum volunteers and assist with their program-specific trainings and facilitation
- Assist with workshops, lectures, community gardening, and other onsite Museum programs

**Administration (20%)**

- Work with the Public Programs team to identify outreach needs
- Assist with maintaining program logs, calendars, and databases
- Assist with updating outreach websites with upcoming events
- Lead the development, organization, and preparation of program activities and materials
- Utilizing Museum artifacts, research and design engaging lessons for outreach programs
- Assist with the development, distribution, and analysis of program evaluations/surveys
- Participate in Museum staff meetings and special events

**Essential Requirements:**

- Fluency in Spanish is required
- Exceptional guest experience
- Able to cultivate positive professional relationships across a wide variety of audiences
- Valid driver's license, access to personal vehicle (mileage reimbursement provided), auto insurance that meets or exceeds CA minimum requirements



- Experience working with school-aged children
- Interest and curiosity in learning about the natural and cultural history of Santa Cruz
- Demonstrated communication skills (written and verbal), with attention to detail
- Experience working with Google and/or Microsoft Applications
- Comfortable leading multigenerational audiences
- Confident public speaker
- Position schedule involves working weekends, with occasional evenings required

### **Desired Qualifications:**

- Coursework in Elementary Education, Environmental Education, or Interpretation
- Knowledge of child development and strategies for engaging students of varying ages
- Experience establishing partnerships between community groups, especially within Santa Cruz County
- Experience with event coordination
- Bachelor's Degree in a related field

### **Work Environment:**

- Hybrid workplace environment with significant time at various outdoor settings
- Frequent sitting, standing, walking, bending and climbing stairs with occasional lifting of moderate loads (up to 50 lbs.)

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The incumbent must be able to perform each requirement of the position as outlined in the job description.

**Essential Requirements** are representative and are essential for satisfactory job performance. The **Work Environment** characteristics are representative of those that may be encountered while on the job. The Museum will make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the position.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. The Museum values a diverse and inclusive workplace, so if you are excited about this role but your past experience doesn't align perfectly with all of the responsibilities, we encourage you to apply anyway. You may be just the right candidate for this or other opportunities.

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### **To Apply:**

Interested candidates can apply by submitting a cover letter along with a detailed resume to: [employment@santacruzmuseum.org](mailto:employment@santacruzmuseum.org) with the subject line: **Public Programs Associate**.

Please direct questions relating to this position to Lucy Logsdon [employment@santacruzmuseum.org](mailto:employment@santacruzmuseum.org).