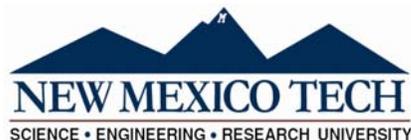


Posted: October 9, 2019



POSITION ANNOUNCEMENT

TITLE: OUTREACH ASSISTANT

DEPT: MAGDALENA RIDGE OBSERVATORY

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$11.00-\$13.10

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

The Outreach Assistant will be responsible for writing and editing content for the MRO website, social media, promotional materials, and various MRO publications. This position includes updating the MRO website, social media posting, and the layout and design of MRO promotional materials and publications. The Outreach Assistant will support the Assistant Director of Outreach and Communications with activities related to public and private tours, exhibitions and conferences, educational outreach, and promotion.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, basic composition and math. Formal diploma/ certificate/ degree program of 6-18 months after high school desired. 3 years' prior progressive work experience required. Coursework and experience in creative and technical writing required. Software: WordPress, Adobe InDesign, Photoshop required. Microsoft office required. Must have the ability to obtain a NM Driver's License and a defensive driving certificate.