



NORTHERN RÍO GRANDE NATIONAL HERITAGE AREA

The Northern Rio Grande National Heritage Area, is a non-profit organization, whom in partnership with the National Park Service, and in accordance with Congressional designation, was created to help sustain the communities, languages, cultures, traditions, heritage and environment of northern New Mexico.

The mission of the Corporation is to plan and organize programs and activities that celebrate, respect, protect, and preserve the serene landscape and the historical, social, and cultural characteristics of the communities of Rio Arriba, Santa Fe, and Taos counties (the “Area”).

The Reception will work collaboratively with the Executive Director, other staff, volunteers, interns, board and community members. This is a full-time position, 40 hours per week, with full benefits; subject to annual evaluation.

Description of duties:

Reception will be expected to accomplish the following duties:

- The primary duty of Reception is to meet, greet Center guests and assist them on their journey, provide education and guidance to help the visitor explore our three County area. It will be important that the ideal candidate be well versed in the mission and communities, languages, cultures, traditions, heritage and environment of northern New Mexico.
- Administrative duties including filing, answering phones, and making copies.
- Janitorial services for the building; interior and exterior.
- Maintain inventory & tools organization.
- Provide research assistance as necessary.
- Assist in planning, preparing & attending conferences, events, & signature projects
- Assist with NRGNHA events & fundraising efforts
- Support the Executive Director in developing exhibits.
- Other projects or tasks as assigned by the Executive Director appropriate to the position.