

## **Program Associate (Part-time, contract work)**

The Mississippi Department of Archives and History is seeking a part-time program associate to serve in the group tours section at the Two Mississippi Museums (TwoMM). This individual will specifically assist with the field trips program. The field trips program supports school visits to the TwoMM through grant-funded scholarships. This position will coordinate group visit schedules, logistics, and other administrative duties to support the field trip program.

This individual will work up to 28 hours per week and be compensated between \$12-15 per hour, based on the individual's education and experience. Work hours are negotiable between 8 a.m. and 5 p.m., Monday through Friday.

This position is responsible for providing support to the field trip program by:

- Answering calls and emails
- Providing technical support to program participants
- Processing payments and reimbursements
- Updating and maintaining spreadsheets and other data entry tasks
- Contacting and coordinating with vendors

The candidate should:

- have strong communication skills
- be able to perform administrative tasks
- have computer skills, including MS Office
- be willing to work with the public, assist with groups as needed, and stand for extended periods of time
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If you would like more information about this position, please contact the MDAH human resources office at 601-576-6865. To apply, submit a resume, statement of interest, and references to Shelby Tipton, human resources director, at [stipton@mdah.ms.gov](mailto:stipton@mdah.ms.gov).

The Mississippi Department of Archives and History is an equal-opportunity employer.