



JOB ANNOUNCEMENT

Program Assistant (Part-time, contract work)

Old Capitol Museum, Programs and Communication

Hourly rate: \$12-15

The Mississippi Department of Archives and History is seeking a program assistant to serve in Programs and Communication. The program assistant will provide support to several teams in the Programs and Communication Division. Initial responsibilities include answering the telephone at the front desk of the Old Capitol Museum and welcoming walk-up visitors to the site; mailing or dropping off marketing brochures to welcome centers and other venues; and data entry.

This program officer position is a part-time one, covering the hours of Wednesday through Friday from 8 a.m. to 1 p.m.

To apply for this position, please use our online Indeed application portal by **following this link**. Alternatively, you may submit your resume via email directly to Shelby Tipton, Director of Human Resources, at stipton@mdah.ms.gov.

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