

Amerind Foundation Job Announcement Information Technology and Media Specialist



Amerind

Position Description

The Amerind Foundation of Dragoon, Arizona, seeks a dynamic individual to serve as an Information Technology and Media Specialist. This position is a two-year, half-time position, \$20,000 per year, with no employee benefits package. The position is funded by the federal grant agency the Institute of Museum and Library Services. The IT Specialist will assist Amerind staff in creating 30 online classroom lessons over the two year period. The lessons will be placed on the Amerind website. The IT specialist will work closely with Amerind staff and a curriculum specialist who will be writing the online lesson plans. Although their primary responsibility is to work on these online educational resources, the IT Specialist will also be called upon to perform other duties related to Amerind's information technology systems.

Requirements

- Advanced degree or certification in Information Technology
- Demonstrated experience working on websites and web design

The Amerind Foundation, Inc.

Established in 1937, the Amerind Foundation is a 501(c)3 operating foundation dedicated to promoting knowledge and understanding of Indigenous peoples of the Americas and the world through research, education, conservation, and community engagement. The Amerind is located in rural southeastern Arizona, 60 miles east of Tucson.

How to Apply

Applications should consist of a letter summarizing the applicant's interests and qualifications, a copy of the applicant's current résumé, the names and contact information of three professional references, samples of their work, and Amerind's online application, which can be downloaded at www.amerind.org/employment-openings. Successful applicants will be asked to provide transcripts and will undergo a criminal background check. Review of applications will begin on October 26, 2020. The position will remain open until filled. Please email applications to amerind@amerind.org (preferred) or send a hard copy to the following address.

The Amerind Foundation, Inc.
P.O. Box 400
Dragoon, AZ 85609
ATTN: Information Technology Specialist

The Amerind Foundation is an equal opportunity employer and values a diverse professional community and learning environment. Candidates who can contribute to this goal are encouraged to apply and identify their strengths and experience in this area.