



Office Manager

Position Type: Part time, 20 hours per week, non-exempt

Location: San Antonio, TX

Salary Range: \$25,000-30,000, annually

Benefits: Paid Time Off (vacation and sick leave) plus paid holidays

Reports to: Executive Director

Dates of Service: This is a one-year, grant-funded position with the possibility of renewal based on funding and organizational needs.

The Office Manager oversees the day-to-day administrative operations of the Mexican American Civil Rights Institute, helping ensure that the organization functions efficiently and professionally. Working closely with the Executive Director and other staff, the Office Manager manages office operations, financial administration, visitor services, scheduling, and organizational recordkeeping while serving as the first point of contact for many visitors, partners, and supporters. This position plays an essential role in supporting MACRI's public programs and advancing its mission.

Duties & Responsibilities

Office Administration

- Serve as the primary point of contact for visitors, telephone calls, and general email inquiries.
- Provide front desk coverage during Visitor Center hours.
- Schedule meetings, tours, and appointments.
- Maintain office calendars and administrative records.
- Develop and maintain efficient office procedures and filing systems.
- Order office supplies and maintain inventory.

Financial Administration

- Process invoices, expense documentation, and accounts payable.
- Maintain vendor records and coordinate vendor payments.
- Assist with bookkeeping and financial recordkeeping.
- Collect and organize receipts and supporting financial documentation.
- Process in-person donations using Square Point-of-Sale.
- Maintain strict confidentiality regarding financial and personnel records.

Visitor Services

- Welcome visitors and provide a positive visitor experience.
- Coordinate Visitor Center tours.
- Assist with exhibit openings, public programs, and special events.
- Maintain visitor statistics and visitor records.

Organizational Support

- Assist the Executive Director with administrative projects and Board meeting logistics.
- Maintain organizational contact databases and mailing lists.
- Support staff with administrative needs across departments.
- Coordinate office maintenance and facility needs.

Qualifications

- Bachelor's degree (preferred) or any combination of education, training, and experience providing the required knowledge, skills, and abilities to perform the job's essential functions
- Prior office management experience and a good understanding of financial management (including budgets, reporting, and accounts payable)
- Excellent organizational, written, verbal, and interpersonal communication skills with exceptional attention to detail.
- Ability to exercise sound judgment and maintain confidentiality.
- Proficiency with Microsoft Office Suite, Google Workspace, and cloud-based office applications.
- Experience with QuickBooks, Square POS, and nonprofit CRM/database software is preferred.
- Ability to speak, read, and/or write in Spanish is a plus
- Ability to take initiative and work independently as well as collaboratively
- Interest in the organization's mission and supporting our community
- Must be able to lift up to 25 pounds and assist with setting up tables, chairs, and exhibit materials for programs and events.

Preferred Experience

- Office management
- Administrative coordination
- Bookkeeping or financial administration
- Nonprofit administration
- Customer service or visitor services

Success in this role includes:

- Maintaining efficient office systems and financial records.
- Providing excellent customer service to visitors, partners, and donors.
- Supporting staff with timely and accurate administrative assistance.
- Helping create a welcoming and professional environment for everyone who interacts with MACRI.
- Contributing to a collaborative and mission-driven organizational culture.

How to Apply

Please submit a cover letter explaining relevant experience and interest in the position, a resume, and 2 to 3 references that can be contacted to speak to your work in reference to the above, addressed to the Executive Director at info@somosmacri.org. Please include the job title in your subject line. NOTE: Please be advised that all final job offers at MACRI are contingent on a background check.

About MACRI

Founded in 2019, the Mexican American Civil Rights Institute (MACRI) is the nation's only organization dedicated exclusively to preserving and sharing Mexican American civil rights history. Based in San Antonio, MACRI serves as a museum, archive, and educational center that connects people to the stories, leaders, and movements that shaped American democracy. Through exhibitions, public programs, oral histories, and educational initiatives, MACRI inspires audiences to better understand the past and engage thoughtfully with the future.