



Public Programs Manager

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

Location: San Antonio, TX

Salary Range: \$20,000-25,000, 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 Public Programs Manager is responsible for planning, coordinating, and evaluating MACRI's public programs, including lectures, workshops, film screenings, exhibit openings, outreach events, and the annual MACRI Symposium. Working closely with the Executive Director and other staff, the Public Programs Manager ensures that programs are thoughtfully organized, well-attended, and aligned with MACRI's mission to preserve and share Mexican American civil rights history. This position combines event planning, partnership development, program administration, and audience engagement. Evening and weekend work is occasionally required.

Duties & Responsibilities

Program Planning & Implementation

- Develop and maintain MACRI's annual calendar of virtual and in-person public programs.
- Coordinate all logistical aspects of public programs, including speaker communication, venue preparation, supplies, technology, and event setup and breakdown.
- Implement and evaluate educational programming that advances MACRI's mission.
- Develop collaborative programming with partner organizations.
- Recruit and coordinate volunteers as needed for public programs.

Program Administration

- Maintain accurate program records, attendance statistics, budgets, and evaluation data.
- Prepare reports and dashboards to assess program impact.
- Assist with program-related administrative tasks, including website updates and database maintenance.
- Monitor program budgets and ensure expenditures remain within approved allocations.
- Collaborate with the Marketing & Communications Manager to develop promotional materials, draft program descriptions, coordinate email campaigns, collect program photography and video, and support digital outreach through social media and other communications channels.
- Collaborate with the Development Manager by providing program information, statistics, reports, and documentation needed for grant proposals and grant reporting.

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
- Strong professional interpersonal communication skills, written, oral, and over Zoom
- Excellent organizational, time management, and project management skills, with exceptional attention to detail.
- Excellent written, verbal, and interpersonal communication skills, including editing and proofreading.
- Proficiency with Microsoft Office Suite, Google Workspace, Zoom, Canva, and social media platforms. Experience with website content management systems, email marketing platforms, and CRM/database software is preferred.
- Ability to handle multiple projects, managing deadlines/budgets
- Ability to take initiative and work independently as well as collaboratively
- Knowledge of Mexican American civil rights history is beneficial but not essential
- 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

- Event planning or program management
- Working with museums, nonprofits, educational organizations, or cultural institutions
- Collecting and evaluating program data
- Coordinating speakers, volunteers, or community partners
- Ability to speak, read, and/or write in Spanish is a plus

Success in this role includes:

- Delivering engaging public programs that are well-organized and well-attended.
- Building strong relationships with speakers, community partners, and volunteers.
- Maintaining accurate program records and evaluation data.
- Working collaboratively with staff to advance MACRI's educational mission.
- Contributing creative ideas for future programming and audience engagement.

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.