

## Position Description

<b>Position Title:</b>	<u>Engagement Assistant</u>
<b>Reports To:</b>	<u>Engagement Manager</u>
<b>Salary:</b>	19.00
<b>Pay type:</b>	Hourly pay
<b>Pay Status:</b>	Non-exempt; eligible for overtime
<b>Benefit status:</b>	Not eligible for benefits
<b>Hours:</b>	24 to 28 hours per week. Flexible hours required, including some weekends and evenings.

### Position Summary

Tohono Chul seeks an enthusiastic Engagement Assistant to support the collaborative development and delivery of educational and interpretive experiences that connect guests with the stories of the Sonoran Desert. Working closely with the Engagement Manager, this part-time position provides both administrative and hands-on support for volunteer and docent programs, discovery stations, and educational initiatives and programs. The Engagement Assistant will help set up and facilitate meetings, workshops, and trainings, coordinate volunteers working across different departments, and assist in creating teaching and interpretive materials. This role is ideal for someone passionate about desert ecology, storytelling, and conservation who is eager to work and share knowledge with diverse audiences while gaining experience in museum and garden engagement practices.

### Essential Duties and Responsibilities

- Assist with the coordination, preparation, and facilitation of volunteer and docent meetings, workshops, and trainings.
- Provide administrative support for the volunteer program, including communications, scheduling, and recordkeeping.
- Help set up, staff, and maintain plant discovery stations and other hands-on learning opportunities in the gardens.
- Support the “Desert Field School” program and other education initiatives, including scheduling, logistics, and on-site coordination.
- Assist in the design and production of educational and interpretive materials.
- Coordinate volunteers across multiple departments for programs and special events.
- Complete Tohono Chul’s docent training program.
- Demonstrate stewardship, belonging, and integrity while supporting Tohono Chul’s mission and guest experience values.
- Work a flexible schedule that may include some nights and weekends.

### Required Qualifications

- Bachelor’s degree in education, biology, ecology, communication, or related field; or equivalent combination of education and experience.
- Strong familiarity with the ecology and cultural history of the Sonoran Desert and a demonstrated passion for sharing knowledge.
- Excellent verbal and written communication skills with the ability to work effectively with diverse groups of people.

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- Proficiency with computers and software, including Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, and SharePoint) and the ability to learn new systems such as Volgistics.
- Strong organizational skills with the ability to manage multiple tasks and priorities.
- Commitment to Tohono Chul's mission and values of stewardship, belonging, and integrity.
- Ability to work evenings and weekends as required.

### **Preferred Qualifications**

- Experience in educational programming, volunteer coordination, non-profit work, and/or community engagement.
- Storytelling or interpretive experience engaging audiences of different ages and backgrounds.
- Experience in creating or adapting educational materials.
- Prior experience in a museum, garden, or conservation setting.
- Background using Adobe Creative Cloud including Photoshop, Illustrator, and InDesign.
- Bilingual in English and Spanish.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Diversity, Equity and Inclusion:**

Tohono Chul is proud to be an equal opportunity employer. We encourage applications from candidates of all backgrounds, experiences, and perspectives. We believe that a diverse and inclusive workforce is essential for fostering creativity and achieving our mission.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear in both indoor and outdoor settings. This position is active and frequently requires standing and walking throughout the gardens, as well as occasional bending, kneeling, stooping, and reaching. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds, with assistance recommended for anything greater. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions in a desert environment, including heat, sun, wind, and rain. The noise level in the work environment is usually moderate. Some duties will be performed indoors at a desk or computer.

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workstation, requiring extended periods of sitting and computer use. Evening and weekend hours may occasionally be required to support programs and special events.

### **About Tohono Chul Park**

Tohono Chul is a 49-acre public garden in Tucson, Arizona whose mission is to enrich people's lives by connecting them with the wonders of nature, art, and culture in the Sonoran Desert region and to inspire wise stewardship of the natural world. Founded in 1985, Tohono Chul has been a celebrated destination for locals to global visitors and is deemed "One of the World's Ten Best Botanical Gardens" by Travel + Leisure Magazine.

### **Mission**

We are a community oasis where reverence for the cultural and natural ecology of the Sonoran Desert region inspires responsible stewardship so that future generations may thrive.

### **Vision**

We envision a Tohono Chul that is:

- An ecological leader
- An immersive environment
- A commons

### **Values**

- Stewardship
- Belonging
- Integrity

### **To Apply**

Submit resume and cover letter via email to: [Humanresources@tohonochul.org](mailto:Humanresources@tohonochul.org)