



WEST TEXAS PROGRAM OFFICER

JOB DESCRIPTION

The **West Texas Program Officer** (WTXPO) is a full-time, salaried employee based in El Paso. The employee will report directly to the Executive Director and is responsible for overseeing all aspects of the West Texas Regional Office program as described below. The West Texas Program Officer must be proficient in speaking and writing in both English and Spanish. The successful applicant is expected to begin work on January 2, 2024 in El Paso.

General Duties

- Develop and implement Preservation Texas programs throughout the West Texas region.
- Recruit and manage volunteers and interns and contract for professional services as needed to accomplish the organization's West Texas objectives.
- Assist other Preservation Texas staff members in the development and execution of the organization's general programs and initiatives as needed.
- Undertake all other duties as assigned.

West Texas Regional Duties

The WTXPO will coordinate and deliver Preservation Texas's historic preservation programs and initiatives within a 9-county region west of the Pecos River: Brewster, Culberson, El Paso, Hudspeth, Jeff Davis, Pecos, Presidio, Reeves and Terrell counties. Located within this region are Big Bend National Park and Guadalupe Mountains National Park, as well as numerous state parks and cultural landscapes that include historic resources.

These responsibilities throughout West Texas will include:

- Serving as the first point of contact for historic preservation inquiries related to the West Texas region;
- Organizing and delivering solo and collaborative preservation education workshops, tours, and speaking engagements in West Texas;
- Coordinating research for a *Field Guide to Historic West Texas*;
- Responding to West Texas Section 106 consultation requests;
- Keeping informed about regional historic preservation trends, challenges, and opportunities;

- Contributing images, ideas, and stories from West Texas for Preservation Texas's statewide social media and publications;
- Encouraging support for Preservation Texas by identifying potential individual, corporate, and foundation contributors in West Texas; and
- Recruiting new membership support in the West Texas region.

Specific responsibilities in El Paso County will include:

- Developing the West Texas Heritage Center in El Paso, with relevant programs and exhibits;
- Supporting property owners in the county's historic districts with technical assistance;
- Encouraging El Paso County and cities within the county to participate in the Certified Local Government program;
- Planning hands-on adobe preservation workshops;
- Coordinate research toward development of a *Field Guide to Historic West Texas*.

Qualifications:

The ideal candidate will have a sound understanding of historic building practices, the ability to provide specialized technical assistance to property owners, strong research skills, and the experience to oversee hands-on historic preservation projects.

Applicants should have strong leadership and communication skills, the ability to manage multiple projects, and the ability to work independently.

The candidate must be proficient in speaking and writing in both English and Spanish

Travel will be required and the applicant will need to be able to make site visits to unrestored historic places and construction sites. A travel allowance will be provided.

Salary:

\$75,000 or commensurate with experience. Health benefits and paid time off per Preservation Texas's Personnel Policy.

How to Apply:

Please send a short cover letter in both English and Spanish, a resume, and a virtual portfolio of relevant preservation projects with which you have been engaged before 5:00 pm on **Tuesday, October 31, 2023** to the Executive Director, Evan Thompson, by e-mail at thompson@preservationtexas.org . No telephone inquiries.