



## Announcement of Position

The *Old Spanish Trail Association* (“OSTA”) seeks an association manager (“Manager”) to help a volunteer board of directors (“Board”) administer its operations and achieve its goals.

OSTA is a 21-year-old 501(c)(3) organization with thirteen chapters and approximately 400 members with the mission “to study, preserve and protect, interpret and educate, and promote respectful use of the *Old Spanish National Historic Trail* and closely related historic routes.” The association works in collaboration with the National Park Service, the Bureau of Land Management, and local, state and federal agencies as well as other trail organizations.

The ideal candidate will be an excellent communicator with a history of success in working with non-profit organizations. The prime duties of the position include providing administrative support for the organization, facilitating cooperation and communication between the OSTA Board, local chapters, various agencies and other interested parties; providing day-to-day financial management for the association; and serving as the point-of-contact for the organization.

The Manager works as an independent contractor under a renewable annual agreement and work plan; insurance and other fringe benefits are not offered. Direct supervision of the position comes from the OSTA President.

This is full time position paying \$35,000 to \$45,000 per year depending on qualifications. OSTA will reimburse expenses such as telephone, office supplies, and the cost of approved travel. The anticipated starting date will be on or about, September 1, 2015.

No fixed place of employment exists, allowing the employee to work at home. OSTA prefers that the employee reside in one of the six Old Spanish Trail states: AZ, CA, CO, NM, NV, or UT. A relevant educational background in the history of the American West and in historic trails in particular will be a plus, as will a familiarity with OSTA or similar organizations.

Submit letter of interest and resume or curriculum vita before July 31, 2015 to: [info@oldspanishtrail.org](mailto:info@oldspanishtrail.org) or P.O. Box 909 Las Vegas, New Mexico 87701

For more information about OSTA please visit our website [www.oldspanishtrail.org](http://www.oldspanishtrail.org)