

## **POSITION ANNOUNCEMENT**

Winnetka Historical Society

### **PART-TIME ADMINISTRATIVE ASSISTANT/OFFICE MANAGER (12-16 hours per week)**

September 2019

Working closely with the Executive Director and Curator, the Administrative Assistant oversees all aspects of administrative coordination and logistics for the Winnetka Historical Society. The Administrative Assistant's primary role is to support the Executive Director performing a variety of routine to complex administrative, clerical and office duties.

#### **Primary Responsibilities**

- Oversees day-to-day administrative needs of the historical society office; serves as point person for general office procedures
- Enters donor data, manages record keeping and creates reports utilizing the museum's database software (Past Perfect)
- Opens and closes the museum 2x per week and interfaces with the public in the museum.
- Coordinates event check-in, attendance and provides support for events.
- Designs and sends email blasts, event invitations and updates email contact list (mailchimp)
- Provides administrative support for Board and Committee members as needed
- Manages incoming and outgoing mail for the Museum
- Answers phones and manages incoming communications (email, phone, post) and directs to appropriate staff as needed
- Liaises with Executive Director and Board Treasurer to process accounts payable/receivable.
- Coordinates expense reporting procedures and ensures invoices are reviewed and approved by Executive Director.
- Deposits all checks and cash weekly or as needed, records deposits and manages petty cash
- Oversees and maintains inventory of office supplies
- Answers doorbell and welcomes visitors for appointments
- Assists visitors and curator in research and with special projects
- Additional duties as required

#### **REQUIREMENTS:**

- 1-2 years' experience in an administration position
- Bachelor's degree preferred
- Excellent communication and interpersonal skills
- Strong knowledge of MS Office, including Word and Excel
- Experience with data-base management (Past Perfect preferred)
- Flexible, positive team player able to prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- Flexible schedule - evening or weekend hours on occasion.
- Availability during museum open hours (Tuesday/Thursday afternoon, 1-4) is desirable.

Salary is commensurate with experience. To apply, submit a cover letter along with a resume to [director@winnetkahistory.org](mailto:director@winnetkahistory.org). Please put Admin Assistant in the subject line.