

WESTMORELAND

HISTORICAL SOCIETY

POSITION: ADMINISTRATIVE ASSISTANT

Overview: Under the direction of the Executive Director, the Administrative Assistant is responsible for maintaining membership data and monetary donation records and providing clerical support to other staff members as needed. The work week is 24 - 32 hours with the schedule determined in consultation with the Executive Director. Should a schedule of 32 hours be mutually acceptable, that is considered full time and entitles this employee to holidays and paid days off.

PRINCIPAL FUNCTIONS:

1. Retrieve, open, and distribute mail to appropriate staff members.
2. Deliver receipts, with identification, to bookkeeper after processing.
3. Prepare acknowledgements of all monetary and in-kind donations.
4. Maintain membership records in PastPerfect, including Chairman's Council.
5. Send out first and second membership renewal reminders on a monthly basis.
6. Maintain lists of new members and special membership renewals for the Newsletter.
7. Maintain MailChimp email lists of members and other interested people.
8. Keep track of matching donations.
9. Answer telephone and service telephone inquiries.
10. Keep telephone greetings up to date.
11. Keep notes on staff meetings and deliver them to Executive Director.
12. Accept reservations and payments for programs and communicate same to staff members as requested.
13. Accept reservations and payments for special events and maintain accurate records of each one (except Antiques & Collectibles).
14. Assist with correspondence related to special events.
15. Maintain mailing list for "Other Invites" (non-members).
16. Make mailing labels for bulk mailing.
17. Maintain inventory of office and maintenance supplies.
18. Process online sales and memberships.
19. General clerical duties as assigned by the Executive Director.

QUALIFICATIONS:

Proficient in Word and Excel,
Strong organizational skills,
Demonstrated ability to work well with others,
Strong telephone skills.

COMPENSATION \$14 - \$15 per hour

The Westmoreland County Historical Society is an equal opportunity employer.

Last Updated: 2024