

POSITION DESCRIPTION

Galena - Jo Daviess County Historical Society

Position Title: Administrative Assistant
Location: Galena History Museum, 211 S. Bench Street, Galena, IL
Reports To: Executive Director
Status: Part-Time; Hourly
Approved By: Historical Society Board of Directors
Date Approved: July 19, 2010

SUMMARY: This position is responsible for the clerical operations of the Historical Society and Museum. The Administrative Assistant will assist upper management and be delegated responsibilities relating to administration or to history as appropriate considering his/her academic and work history.

APPOINTMENT AND SUPERVISION: This position is created by the Board of Directors and is hired by and works under the general supervision of the Executive Director.

DUTIES AND RESPONSIBILITIES include the following:

Manage membership data, create renewal notices, and post financial data to member records.

Handle incoming phone and email requests; handle incoming and outgoing mail, including preparation of bulk mailings.

Record daily/weekly/monthly/annual revenues; make bank deposits; post to appropriate accounts.

Monitor and update electronic promotions including internal and external websites and calendars of events.

Prepare the quarterly membership newsletter and other materials used to communicate with members and the public.

Schedule and book guided tours and school groups; maintain a calendar; create contracts. Assist in historic interpretation as needed.

Purchase gift shop inventories as directed. Coordinate annual inventory of gift shop merchandise.

Purchase and monitor office and janitorial supplies for all facilities.

Recruit and schedule volunteers for special events and programs; assist as directed.

Respond to or refer to appropriate sources requests about local history and genealogy.

Attending meetings with members and other organizations to further the goals of the Society as directed.

Perform other assignments within the scope of the overall mission of the Galena - Jo Daviess County Historical Society, as directed by the Executive Director and Director of Operations.

QUALIFICATIONS: The Administrative Assistant will have prepared for this position through a combination of education and experience. A background in business or accounting is desirable. Experience will include application of one's academic training, preferably in an organization presenting educational material to the public. Demonstrated interest in local history is desirable.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: The Administrative Assistant will be able to work independently while being responsive to and complementing the activities of the Executive Director and other staff. An understanding of business procedures and practices, the creation and submittal of reports, and familiarity with computers and Internet technologies will be expected.

The Administrative Assistant will act the best interest of the Society. This includes maintaining confidentiality, adapting one's schedule as events suggest, using one's vehicle as necessary to perform errands, and presenting a professional persona.

PHYSICAL DEMANDS: While performing the duties and responsibilities of this position, the employee is frequently required to stand, walk, talk, listen, see and hear. The employee must occasionally lift and/or move heavy objects.

WORK ENVIRONMENT: While performing the duties of this job, the employee usually works indoors, in a climate controlled environment. The three-story facility requires the ability to negotiate stairs.