

Nobles County Historical Society (NCHS) - Job Description (2/1/19)

Job Title: Administrative Assistant

Reports To: Executive Director

Position Summary: The Administrative Assistant is responsible for providing clerical support for the NCHS staff, the board and its committees. The Assistant's primary duties will be sending out membership notices/correspondence, maintaining membership records on the Society's Past Perfect software, scheduling facility rentals, sending out rental correspondence, maintaining financial contributions records, and coordinating the office reception schedule with Society volunteers. The Assistant will also maintain the NCHS office files and will perform other clerical tasks as assigned.

Specific Work Duties:

1. Schedule rentals of Pioneer Village buildings or Museum spaces, keep a rentals calendar, and share this information with the appropriate staff/committees. Communicate with renters to ensure follow-through on required arrangements. Complete all necessary paperwork to properly document rental costs/activities.
2. Send out membership renewal notices according to the established schedule and enter all renewals and new memberships into the Past Perfect database. Assist in compiling contact information on current members and potential members, such as phone numbers and both street and email addresses.
3. Properly receipt individuals for any financial contributions they make to NCHS. Enter donations into the Society's computerized database for tracking these revenues.
4. Maintain files on NCHS-sponsored programs, including copies of promotional letters, newspaper ads, program sign-in sheets, written summaries of incurred expenses, and other paper records documenting these events.
5. Using the Past Perfect software, maintain a series of computerized mailing lists to be used for different purposes.
6. Provide office reception services on assigned workdays and coordinate a schedule of Society volunteers to keep the office open on the days the director and/or assistant are not scheduled to be in the office.
7. Assist with scheduling and coordinating meeting arrangements for the board and its committees. Prepare and compile materials to be included in the board's monthly meeting packets.

- 8, Compile invoices and other financial records so they can be reviewed and processed by the Society's treasurer and/or NCHS's contracted bookkeeper.
9. Perform other clerical support tasks as assigned by the Executive Director or the NCHS Board.

Qualifications/Skills/Experience:

1. Academic Background: a high school diploma; some post-secondary or vocational training in a secretarial or office management field is preferred (e.g., secretarial, bookkeeping)
2. Work Experience: preferably, a minimum of 3-5 years of clerical work experience in an office setting
3. Skills:
 - strong computing skills
 - capable of self-learning new software
 - able to work independently with minimal supervision
 - well organized
 - pays attention to details
 - good oral and written communication skills
 - flexible, and able to multi-task

How To Apply:

Individuals interested in applying for the Administrative Assistant position should submit a letter of interest and resume (with references provided), by Friday, February 15, to:

Nobles County Historical Society
413 12th Street, Suite #2
Worthington, Minnesota. 56187

phone: (507) 376-4431
email: nchsociety@gmail.com