

POSITION DESCRIPTION

Galena – Jo Daviess County Historical Society

Position Title: Administrative Assistant
Location: Galena History Museum, 513 Bouthillier St., Galena, IL
Reports To: Executive Director
Status: Full-Time; Salaried. \$35,000/Year
Approved By: Historical Society Executive Director

SUMMARY: The Administrative Assistant will assist upper management and be delegated responsibilities relating to administration, bookkeeping, operations management, programming and marketing as appropriate considering their 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:

Administration:

- Record daily/weekly/monthly/annual revenues; make bank deposits; post to appropriate accounts.
- 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.
- Track and record visitor and group attendance; create monthly statistical reports.
- Attend monthly board meetings and create minutes. Assist in compiling monthly board meeting packets.
- Assist with preparation and distribution of the quarterly membership newsletter, monthly e-newsletter, and other materials used to communicate with members and the public.
- Assist the Executive Director as instructed. Learn the content of the Executive Director's job in order to replace the Executive Director when they are absent.

Bookkeeping:

- Verify and process accounts payable using QuickBooks software.
- Create monthly financial reports from QuickBooks.
- Manage recordkeeping for capital campaign revenues and expenses; create pledge reminders and acknowledgements; post financial data to donor records.

Operations Management:

- Purchase and monitor office and janitorial supplies for all facilities. Work with service providers and vendors to secure favorable contracts.
- Oversee all facilities managed by the Society-schedule cleaning service/lawn care, report repairs/maintenance needed, etc.

Marketing:

- Working with the Director of Marketing and/or Executive Director, monitor and update electronic promotions including websites and calendars of events; search out and utilize appropriate electronic marketing opportunities. Implement social media marketing of the organization and its programming; measure usage and growth.

Programming/Events:

- Assist in recruiting and schedule volunteers for special events and programs.
- Assist in providing educational presentations of local history at museum to motor-coach and school groups and at special events.

Other:

- 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 upper management.

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 current three-story facility requires the ability to negotiate stairs.