

<b>St. Louis County Historical Society Job Description</b>	
<b>Position Title: Administrative Assistant</b> <b>Reports To: Executive Director</b>	<b>Description</b> <b>Valid As Of: May 2019</b>
<b>Part-time, \$14-\$15 hourly</b>	

## **POSITION SUMMARY**

Provides assistance to the Executive Director in a wide range of areas, including varied and complex office duties. Position requires regular communications with county and other levels of government, Society staff, building management, organizations within the Depot building (St. Louis County Heritage & Arts Center), contractors, donors and members of the public. Other duties are performed as needed and/or requested, to help ensure smooth organizational functioning. Also serves as editor of *Rootprints*, the Society's news publication. The responsibilities require significant use of independent judgment and initiative within established policy and procedural guidelines. The position requires continued learning of the interrelated functioning of all areas of the organization in order to provide capable and informed assistance to the Executive Director.

The position reports solely to the Executive Director.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Helps foster collaborative working environment with staff, contracted staff, board president, board and committee members, affiliated historical organizations, county commissioners and other government employees, building management, organizations within the Depot, Society membership and the general public by representing the organization and the Executive Director.
- Position works to create a welcoming and productive environment, which requires extensive and effective communication skills. Position produces external and internal communications; some are independently generated and some are created collaboratively with the Executive Director.
- Schedules and coordinates meetings, as directed. Position may be asked to represent the interests of the Executive Director and the Society.
- Takes, transcribes, and distributes minutes and notes at board, committee and task force meetings regularly and as requested.
- Serves as contact person/coordinator for other projects as needed and assigned by Executive Director.
- Works collaboratively with staff and Executive Director to produce the Society's Annual Report.
- Assists Executive Director as requested with grant request preparation, documentation, and follow-up.
- Coordinator of *Rootprints*, the Society's newsletter, produced three times annually, to include, but not limited to, overseeing its production from writing articles, assigning and securing works from guest writers, working with graphic design contractor. The Executive Director may determine the theme of each issue and this position will work to implement theme.

- Generates a detailed twice-yearly Key Performance Indicators report to St. Louis County administration.
- Serves as the Traveling Exhibits Program Coordinator.
- Makes weekly bank deposits and updates certain financial records.
- Responsible for maintaining sales inventory. Handles all aspects of in-person sales. Tracks and completes order fulfillment of online sales.
- Works cooperatively with Manager of Administrative to orders supplies.
- Generates thank you letters to donors.
- Opens, codes and distributes mail on a daily basis to Manager of Administrative Services, Executive Director and other staff.
- Maintains, updates, and oversees and revises, as necessary, all administrative operations records/files, in conjunction with the Manager of Administrative Services.
- Plans and/or coordinates events, as assigned, as a lead or as part of a team.
- Responds to requests for assistance: phone, e-mail and walk-in and refers to further resources as needed
- Provides editing assistance to staff, as needed.
- Assists Executive Director and organization in other activities, as needed, not specifically listed here.

## **EDUCATION/EXPERIENCE/QUALIFICATIONS**

- Excellent written and oral communication skills are essential. Must possess the ability to competently and confidently edit and originate a wide variety of documents, publications and reports.
- A Bachelor's degree is preferred. Two years minimum relevant experience is required. Significant related experience can be substituted for degree at the discretion of Executive Director.
- Basic math skills are essential.
- Proficient in Microsoft Office Suite or Office 365. Experience developing publications, flyers and newsletters is preferred.
- Ability to prioritize and process multiple tasks of widely varying scope and content is required.
- Must be detail-oriented.