



**Administrative Assistant
with opportunity to be promoted to
Executive Assistant to the CEO**

16 March 2022

**M-F: 8am to 5pm
some evenings required and an alternative schedule could be 12pm to 9pm**

- Serves as the chief Society telephone receptionist
- Coordinates voice message changes as required (holidays, events, etc.)
- Helps visitors learn about and book tours and RSVP for events
- Works the online “back office” function for the Society’s online booking system
- Coordinates Volunteer Welcome & Orientation w/ Education Manager
- Supports Membership & Events Manager for all events as required
- Assists with all Society-hosted events
- Coordinates Speaker’s Bureau with Education Manager
- Exceptional proofreading and written and oral communications skills
- Handles all mailings (mail merge production, printing, assembly, and mailing)
- Maintains marketing materials inventory management
- Greeter at Historic Palm Cottage if needed
- Ensures event table clothes are washed after every event (if needed)
- Digitization data entry and scanning assistance for the archival project (if requested)
- Participates in annual update for HPC Inventory/Assets
- Coordinates Deeds of Gifts
- Arranges appointments and coordinates other activities as requested by the CEO
- Miscellaneous administrative coordination (e.g. collecting timesheets)

Must know Microsoft Outlook, Microsoft Word (including mail merge), Excel spreadsheet data entry and capable of learning Online File Management. Must be able to walk from the Administrative office to Historic Palm Cottage (one block) and ascend the 2nd floor staircase multiple times a day, if needed. Evening event coordination and support for approximately 10 events.

Qualities include but are not limited to: Outstanding telephone receptionist skills, willingness to serve as a team member of mutual respect, passion for accuracy, patience, appreciation of volunteers and their donated time, high level of engagement with the Society’s overall Mission. Keen understanding that the Society has a “retail and customer service” component to its business. Must be able to lift 20 pounds from time to time, walk comfortably between three Society nearby buildings when required, and ascend/descend staircases on a regular basis.

END