

05/15/23

Administrative Assistant

Wethersfield Historical Society (WHS) is seeking a full-time Administrative Assistant. Reporting to the Executive Director, the Administrative Assistant is responsible for providing administrative support for the Executive Director, Program Coordinator, and Bookkeeper in a small busy office, as well as participating in the activities of the society as it serves the community.

About Wethersfield Historical Society

WHS is a non-profit 501(c)(3) tax-exempt corporation founded in 1932 with the mission to preserve and promote Wethersfield's history and culture to inspire people today and tomorrow. Our slogan is "History Happens Every Day". WHS' five-building campus is in the center of the vibrant Old Wethersfield Historic and Cultural District and has been integral in the development of that district for the past 91 years. Community engagement and community partnerships are at the core of our values. WHS administers four buildings for the Town of Wethersfield: the Keeney Memorial Cultural Center, the Old Academy, the Deming-Standish House and the Cove Warehouse Maritime Museum. WHS owns the Hurlbut-Dunham House Museum. WHS produces free or low cost exhibits and educational and cultural programming for the community, hosts outdoor community events and maintains a local history research library. A few of WHS' historic spaces are available for rent for meetings and parties. Wethersfield Historical Society is an equal opportunity employer and is committed to providing a welcoming and inclusive space for visitors, staff and volunteers.

Responsibilities

The Administrative Assistant is a key member of WHS's small staff, working professionally, collaboratively, and collegially with all WHS staff and volunteers. This individual will assist with all aspects of the organization as needed in collaboration with its professional staff.

- Provide administrative support for the Executive Director and for committees of the Board, including scheduling and managing meeting follow-ups, and coordinating meeting room reservations and setup with the Keeney Center Volunteer and Rental Coordinator.
- Coordinate and copy-edit letters, brochures, one-sheets, and donor acknowledgments in cooperation with other WHS Staff.
- Provide gift entry and acknowledgment support to the Program Coordinator as needed.
- Manage the production of all printed material (notices, flyers, brochures, etc.), coordinating jobs with the graphic designer and printer, ensuring the quality and accuracy of the finished products.
- Maintain the mailing schedule, and be responsible for both First Class and bulk mailings.
- Prepare deposits for the Bookkeeper and assist in preparing receipts and invoices for accounts payable.
- Providing clerical support for WHS events and programs as needed such as Taste of Wethersfield, House Tour, Lantern Light Tours, and the Witch of Blackbird Pond Ball.
- Primary responsibility for the clerical and organizational tasks associated with the Old Wethersfield Arts and Crafts Fair - maintaining records (electronic and physical) of exhibitor applications and payments, and coordinating the event with the Craft Fair Manager.
- Act as reservation/reception person for all major events and fundraising activities.
- Responsible for ordering necessary supplies for both the Keeney Memorial and Old Academy.

- Answer phones and greet visitors to the Old Academy.
- Act as liaison for outside contractors as needed.
- Provide exceptional customer service to the public over the phone and through email.
- Assist with general operations of the society which involves working knowledge of concurrent major projects and programmatic developments at all levels of the society.
- Complete other duties as assigned.

Necessary Skills

- Proficiency with standard business software: Microsoft Office 365, Word, Excel, Sharepoint, OneDrive and Adobe Acrobat
- Proficient with the use of donor/member database programs. WHS uses Little Green Light.
- Ability to learn and use new software programs and other technology.
- Strong writing, verbal, and interpersonal skills.
- The ability to climb stairs and lift moderately heavy loads.

Qualifications:

WHS will consider applicants from a variety of backgrounds with excellent interpersonal, written, and verbal skills. A Bachelor's degree or an equivalent combination of education and experience and at least three years of administrative experience is preferred. WHS uses Little Green Light Donor database software, Microsoft Office Suite, SharePoint, and Office 365, the Eventbrite ticketing platform and the Square POS platform. Knowledge of graphic design software is a plus.

Hours:

Full Time, Monday – Friday, occasional weekends and evenings as needed. The position is onsite, but a limited number of remote and flexible hours can be discussed.

Salary:

\$40,000 annually plus health benefits and paid time off.

To Apply:

Please send your resume, and a cover letter indicating your interest to society@wethersfieldhistory.org with the subject header: WHS Administrative Assistant.