

Administrative Assistant Job Description

Job Title: Administrative Assistant
Reports To: Executive Director
Begin Date: January 2022
Status: Part-time, 25 hours per week, non-exempt
Starting Salary: \$18 per hour, \$23,400 annual

The Beloit Historical Society (BHS), founded in 1910, preserves and shares the history of the City of Beloit, Wisconsin. A 501(c)3 organization, BHS provides educational programming through exhibits, programs and events.

Position:

The Administrative Assistant position supports the Executive Director and works towards operational efficiency to advance the organization's mission, *Sharing Beloit's history to enhance community pride*. This is achieved through the performance of a variety of administrative and clerical tasks.

Duties and Responsibilities:

- Provide administrative support to the Executive Director through office tasks such as filing, answering phones, assisting in the creation of documents using primarily Google Drive occasionally Microsoft Office.
- Works with the Executive Director to process incoming and outgoing mail.
- Provides oversight of the Office calendar and tracks volunteer schedules and donated time.
- Manages social media
- Manages room rentals including reservations, scheduling, and set up.
- Responsible for keeping office and bathroom supplies stocked.
- Assist with maintaining confidential records and files for the organization.
- Manages membership renewals.
- Assists with events that take place throughout the year. This may require involvement with planning, marketing as well as implementation which may take place on an occasional Saturday.
- Perform other tasks as assigned.

Qualifications:

- A high school diploma; an Associate's degree or formal training in a related area is preferred.
- Excellent customer service skills and detail oriented
- Proficiency in handling cash and knowledge of Microsoft Office and Google Drive preferred.
- Some marketing experience and knowledge of social media preferred.
- An interest in history and experience in museums preferred.

Personal Skills:

- Ability to handle multiple tasks and prioritize job duties
- Excellent verbal and written communication skills.
- Ability to work independently and as part of a team to complete tasks as assigned
- Must be able to interact with various personality traits, ages and backgrounds and continue to maintain a professional demeanor with staff, volunteers and visitors.
- Must be responsible, flexible and punctual

Additional Factors:

The Administrative Assistant position requires following the established practices and procedures of the Beloit Historical Society in relation to computer usage, confidentiality, and Code of Conduct. Language and behavior should be conducive to the worksite environment and have moral and ethical boundaries.

The above statements are intended to describe the essential job functions and related requirements as designated by the Executive Director. They are not intended as an exhaustive list of all job duties, responsibilities and requirements.

How to Apply:

Submit an application packet consisting of a current resume, cover letter and three references to the Beloit Historical Society, by mail to 845 Hackett St., Beloit, WI 53511 or email to Donna Langford at dlangford@beloithistoricalsociety.com with the subject line "Administrative Assistant Position". The deadline for applications is Nov. 19, 2021.