**Scott County Historical Society**

**Job Description**

**Administrative Assistant**

**Position Purpose:** The purpose of this position is to manage the Scott County Historical Society (SCHS) front desk, contact database and communications, and maintain the museum store. Work is performed with technical independence under the general direction of the executive director who may alter or amend the duties listed below.

**Reports to:** Executive Director

This is a part-time, temporary position (20 hours/week, 12 months). Pay range $13-$15/hour

**Essential Job Functions:**

1. Contact database management

* Ensure memberships and donations are processed on a timely basis
* Complete and maintain member, donor, and volunteer records
* Prepare monthly statistical reports

1. Communications

* Answer telephone inquires
* Update SCHS website
* Prepare and schedule social media posts
* Write articles for the Scott County SCENE on rotating schedule
* Prepare and schedule delivery of bi-monthly emails
* Edit and schedule delivery/mail quarterly newsletter

**Other job duties:**

* Staff front desk – greet the public
* Coordinate volunteers as needed
* Submit a monthly activity report to the executive director
* Maintain front desk and museum store work areas
* Manage the cash register
* Order office supplies as needed
* Assist in other SCHS projects and events as needed
* Contribute to SCHS quarterly newsletter
* Occasionally work weekends and/or evenings

**Relationships:** Reports to the Executive Director who reviews administrative goals, and progress. Works closely with staff in ordering office materials.

**Equipment Used:**

Computer, printer, scanner, telephone, various software (WordPress, Neon, MS office suite, PastPerfect), and other office equipment.

## **Qualifications**

*Minimum Education and Experience:*

* Bachelors Degree from a college or university with a degree in communications, public history, history, or related field and two years demonstrated experience in another museum, historical society, or equivalent organization which reveals ability to work with the public, OR equivalent work experience and education to satisfactorily perform the duties of Administrative Assistant.

*Knowledge, Skills and Abilities*

* Knowledge of accepted communication policies, procedures, and practices
* Understanding of contact data management
* Familiarity with social media platforms
* Ability to positively interact with diverse audiences
* Writing and editorial skills
* Historical research skills
* Excellent verbal and written communication skills
* High degree of computer literacy
* Strong project management skills

*Physical Aspects of the Job:*

* Transport of materials up to 25 lbs
* Retrieval letter-size boxes from shelving up to 10’ in height
* Set up and take down of chairs and equipment
* Occasional carrying and lifting of equipment to SCHS programs and presentations
* Ability to travel and provide reliable transportation

The above statements are not intended to encompass all functions and qualifications of the position. Rather, they are intended to provide a general framework of the requirements of the position. Job incumbents maybe required to perform other functions not specifically addressed in this job description.

To apply: submit cover letter, resume and references by February 9, 2018 to: Executive Director via email: [info@scottcountyhistory.org](mailto:info@scottcountyhistory.org). Scott County Historical Society, 235 South Fuller St. Shakopee, MN  55379, 952-445-0378.