



POSITION OPENING: Administrative Assistant

Date of this announcement: June 15, 2016

Job Status: Full time

FLSA Status: Non Exempt

Reports to: Executive Director

Work Schedule: Monday–Friday, 9 am–5 pm, additional time as requested

Salary: \$20,000 - \$25,000, depending on experience

Position Summary

The Administrative Assistant serves as the first point of contact for the administrative offices of the Historic Site and should be friendly, welcoming, engaging, and pleasant. This person will provide support to the Executive Director and other senior staff, answer phone calls and emails from the public, and other assigned tasks to facilitate the operations of the historic site.

Job Duties

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Receive and route phone calls and emails appropriately.
- Answer the doorbell and greet visitors.
- Retrieve mail from the post office.
- Execute mailings.
- Order supplies & receive packages.
- Receive online shop orders and send out merchandise to fulfill orders.
- Record and transcribe Board minutes.
- Contact vendors regarding office equipment maintenance.
- Take reservations for school groups and bus groups and collect deposits.
- Assist with the planning, set-up, execution and clean-up for events.
- Maintain a list of volunteers.
- Provide backup to front-line positions, such as in the Visitor Center or New Studio.
- Respond to after-hours security and fire alarms, as necessary.
- Maintain the monthly schedule of tour staff.
- Schedule Art Trail hike dates and Art Trail guides.
- Coordinate meetings and travel arrangements for the Executive Director.
- Perform other duties as assigned by the Executive Director.

Qualifications

The ideal candidate will be self-motivated, extremely well organized, and able to proactively manage multiple agendas at once with diplomacy, accuracy, and good cheer. Excellent written and verbal communication skills, with advanced understanding and experience with Microsoft Outlook and Office programs are essential. This high energy individual must be a self-starter and possess strong listening skills, the ability to work independently, confidentially, and within deadlines. Being able to work with a variety of people in a professional manner and display a friendly phone demeanor is critical. The candidate must have an education or training equivalent to an associate degree and at least two years administrative or secretarial experience working for management-level personnel. Knowledge of modern office practices and procedures and proper English usage including grammar and punctuation required. Must have ability to successfully multi-task, organize, coordinate, and maintain paperwork and prioritize work.



Physical Job Requirements

While performing this job the employee will be required to sit (75%), stand, walk (25%), and lift up to 30 pounds. This individual will be required to do close work with a computer monitor and repetitive hand movement. Must be able to communicate verbally.

How to Apply:

Applicants please send resume, cover letter, writing sample (3 pages or less) and a list of three professional references to info@thomascole.org. Applications will be considered on a rolling basis until the position is filled. The position is available immediately.