

# Position Opening: Administrative Assistant Thomas Cole National Historic Site

## Description

The Thomas Cole National Historic Site (TCNHS) is now hiring for a full time position of Administrative Assistant, reporting directly to the Executive Director. The TCNHS is a rapidly growing, entrepreneurial organization that offers ample opportunity to learn, grow, and take on more responsibilities over time. The position is open immediately.

Essential Functions and Responsibilities include (but are not limited to):

- Maintain an orderly and smooth-running office, order supplies, open mail, answer phone calls, and receive packages.
- Process invoices, expense reports, licenses, agreements, forms, permits, and other administrative documents.
- Create mailing lists, labels, mail merge letters and other aspects of mailings. Keep the database up to date and enter new names and addresses. Track RSVPs for events.
- Collect all incoming payments and make deposits. Process credit card transactions.
- Track pledges, donations and membership expiration dates and send timely reminder letters and acknowledgements.
- Keep records of staff hours and leave time. Report hours to the payroll service.
- Manage communication with banks, utilities, vendors of computer/office equipment, etc.
- Monitor online payments and fulfill online shop orders.
- Draft letters, compile reports, and other projects as directed.

## Qualifications

The ideal candidate must be a graduate of a four-year college degree program and have excellent organizational skills, attention to detail, a strong work ethic, and the ability to prioritize and track many projects at once. The successful candidate will have a cheerful and positive outlook and the energy to enjoy an environment with many changes and rapid growth.

This is a full-time, non-exempt position with some benefits offered. Hourly rate \$13-14, DOE.

## Application Instructions

Please submit (1) a resume, (2) a cover letter explaining why you are qualified and interested in the position, and (3) contact information for at least three professional references via e-mail to [employment@thomascole.org](mailto:employment@thomascole.org).