

Job Description – Administrative Assistant – Kennebec Historical Society

General:

The Society Administrative Assistant(s) is responsible for assisting the president in the administrative tasks of the Society.

Status:

- Administrative Assistant(s) interact daily with the President of the Society and communicate through the president to the Board of Directors.
- A part-time, volunteer position
- The position can be held by one or more person(s). In the latter case the position should be divided into specific tasks.

Qualifications:

- Good understanding of office procedures
- Good knowledge of computer software particularly e-mail and Microsoft Office Word and Excel is important for some functions
- Attention to detail is a valuable skill in this position

Specific Tasks:

- Maintain the Society files in accordance with the KHS File Plan and the KHS Document Retention Policy. The financial portion of this file will be maintained by the Financial Administrator.
- Answer the Society telephone and route the calls or take messages. Greet visitors to the Society. These functions may be delegated to volunteer receptionists.
- Pick up the Society mail from the Post Office route to appropriate people, and maintain a mail log.
- Maintain a yearly calendar of events for the Society.
- Inform the President when supplies are needed
- Write thank you notes in response to donations other than donation of items to the Collection.
- Maintain a record of people attending activities that require an RSVP or a prepaid fee. Collect and account for fees paid
- Maintain records of purchases for the Museum Shop and the book shop
- Assure a current set of name tabs are available for functions.
- Assure that members of the BOD and Officers have up-to-date business cards.
- Assist the chairperson of the Moira Fuller and Charles Nash Fund Campaigns
- Assist in all bulk mailings including the Newsletter
- Send out Newsletter by e-mail to those who have requested it
- Send out Society wide e-mails when requested by the President
- Regularly log hours worked in the Society Volunteer Hours Log

Time Contribution:

- 20 hours/week

Goals:

- Society files are up-to-date at the end of each year.
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