



The Heritage Museum and Cultural Center (HMCC) in Saint Joseph, Michigan, is seeking a full time **Administrative Assistant**. This individual provides general support and assistance to the Executive Director, board president, and event and curatorial staff in order to maintain the continuity of museum operations and ensure that HMCC functions efficiently. The Administrative Assistant has responsibilities in several critical areas concerning operations, marketing and budgeting. HMCC is a 501c3 nonprofit and is located at 601 Main Street, Saint Joseph (<http://theheritiagemcc.org>).

**Qualifications and Experience:**

Education: Degree in Business Management, Accounting, Museum Studies, History, or related field. An equivalent combination of education and experience may be considered.

Skills: Proficiency with MS Office Suite, Gmail, Google Calendar (and/or similar scheduling systems), and experience with basic social media marketing (Facebook, Constant Contact, etc.). Experience working in a non-profit office setting and knowledge of relevant software systems such as PastPerfect preferred.

Experience: Two years plus experience in office management, business management, nonprofit management, or museum management required.

**Ideal candidates should have:**

- Strong organization, leadership and management skills
- Strong written and verbal communication skills
- Ability to critically analyze, problem solve and implement systems
- Ability to accurately track and manage multiple projects simultaneously
- Evidence of success in introducing and managing change in complex environments, budgets, planning and administration, as well as evidence-based assessment

**Primary Duties:**

- Carry out policies and directives of the Board of Directors and the Executive Director
- Manage incoming calls, emails, and solicitations; receive and distribute mail
- Oversee office operations and procedures; maintain consistent and effective filing systems
- Define procedures for retention, protection, retrieval, transfer and disposal of records
- Manage and maintain HMCC donor and membership databases and organize mailings
- Prepare and edit correspondence, communications, presentations and other documents pertinent to donations, membership, committees, fundraisers, and public programs
- Organize invoices and financial documents and ensure delivery to HMCC bookkeeper and/or treasurer; handle weekly check deposits and routine banking
- Assist HMCC event and program staff in coordinating marketing and promotions
- Recruit and schedule museum volunteers; prepare on-boarding packets for new employees
- Manage distribution of building keys, security codes, and coordinate routine IT service
- Schedule and prepare agendas and packets for board and committee meetings
- Order office and museum supplies, handle maintenance issues (scheduling routine and ad hoc contractor visits, etc.)
- Additional duties as directed by HMCC Board of Director and/or Executive Director

**Compensation:**

\$14.00 – \$17.00 an hour (depending on experience). Health insurance available.

**Instructions and Deadline:**

Send cover letter, resume, and contact information for three references (all in one PDF file) to Brian Carroll, Executive Director, at [bcarroll@thehertiagemcc.org](mailto:bcarroll@thehertiagemcc.org), by 5 PM on Wednesday, January 22, 2020.