



Office Administrator

Job Description

The Office Administrator position is a 50% FTE year-round position with seasonal schedule shifts. This is an at-will employee position.

The Office Administrator will report to the Assistant Director and will work closely with the Executive Director and Bookkeeper. The Office Administrator is responsible for all aspects of office operations.

The Office Administrator will manage the office in three main areas: 1. Human resources, finances and data; 2. Supplies and inventory; and, 3. Volunteer management.

Please send a cover letter and resume to Drew Bush at assistantdirector@oldstonehousemuseum.org by **February 14, 2022** to be considered for this position. Find a complete description of job responsibilities below.

Primary Responsibilities

Human Resource, Finance & Data (10 hours per week through the year)

- Work closely, and on a weekly basis, with the Executive Director, Bookkeeper and CPA to maintain an accurate and well-reported Quickbooks account for the organization.
- Work with the Executive Director and staff to create an annual budget. Be responsible for uploading financial documents to the Board of Trustees dashboard.
- Provide monthly “communication” between Quickbooks and eTapestry (and during the season, the museum gift shop point-of-sale system) to ensure accuracy across databases.
- Assist the Assistant Director in data entry into ETapestry and with the mailing of thank you letter receipts to donors.
- During the season, maintain the gift shop’s daily financial activity and its entry into Quickbooks and ETapestry.
- Maintain clear records of staff vacation, holiday and sick time. Manage staff benefit programs and maintain clear records of activity.
- Respond to and address staff human resources needs.
- Track invoices, timesheets, outstanding bills and other recurring financial transactions.

- Work with the Executive Director to maintain a filing system for financial documents that meets the needs of the organization.
- For appropriate applicants who are interested, opportunities to help with social media and E-Newsletter outreach.

Supplies & Inventory (2 hours per week during season, 1 hour during the off season)

- Maintain adequate office supply levels according to the annual budget.
- Ensure adequate inventory of the museum gift shop according to the annual budget.
- Oversee supply purchases by other staff members.
- Track purchase orders and reimbursements.
- Track and mail online museum gift shop orders.

Volunteer Management (13 hours per week during season, 5 hours during the off season)

- Build and maintain a robust volunteer database.
- Build a volunteer corps adequate for museum operations, including gift shop, tours, events and programs.
- Maintain communication with volunteers and assist other staff members in communication with volunteers prior to specific needs.
- Build a volunteer program with benefits and perks to attract new volunteers and retain existing ones.

Diversity, Equity & Inclusion

- Integrate the principles of the museum's DEI Statement into the volunteer ranks and HR policies.
- Work with the staff and board to celebrate the history of diversity in local history (especially African American Alexander Lucius Twilight) and help to facilitate community opportunities and conversations around race, equity, inclusion and identity.
- Identify additional partnerships, collaborations and resources that will further the museum's work in the areas of diversity, equity and inclusion.

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***The Old Stone House Museum & Historic Village
Diversity, Equity and Inclusion Statement***

The Old Stone House Museum & Historic Village aspires to be the space for open dialog around the interconnected issues of inequality in our shared society.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.*

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

The Old Stone House Museum & Historic Village is an equal opportunity employer. We invite candidates of all backgrounds and lived experiences, and we continuously strive to create an environment where all belong.