FULL TIME, YEAR-ROUND JOB OPENING: Administrative and Program Assistant, Albany County Historical Association

Position Description

The Administrative and Program Assistant of the Albany County Historical Association is responsible for the administration of office practices, membership coordination and support, and program support, including scheduling, sending confirmations, welcoming visitors, program and event set-up and take-down, and management of program and event supplies. This position reports to the ACHA’s Executive Director. This position is full-time and year-round.

Additional duties include office administrative work, support of the ACHA’s publicity and media, and assistance in preparing reports for the ACHA’s Executive Director. The position will give tours, run selected educational programs, plus coordinate with and supervise some volunteers and interns. Some off-site work including obtaining supplies and set-up and liaison work at other cultural organizations and partners will be required.

This is an excellent position for individuals seeking a broad exposure to many aspects of a cultural and educational nonprofit. The successful candidate demonstrating high motivation and high performance will be provided with opportunities for training and career development. Hours are anticipated to be days Wednesday-Sunday from May-October, with evenings scheduled about 1-2 times per week. November-April hours will be adjusted to days, Monday-Friday, with occasional weekends and evenings.

Responsibilities:

- Work with the Executive Director to develop, plan, and implement the ACHA’s programs, events, and activities.
- Assist the Executive Director with programming publicity, welcoming visitors, and the setup and take down of programs, fundraisers, events and Board meetings.
- Coordinate membership and newsletter mailings, create supply and shop inventories, and take the lead in administrative filing and office management.
- In conjunction with the Executive Director, coordinate and oversee the ACHA’s volunteer program, including developing and implementing a recruitment and volunteer acknowledgement program.
- Support the ACHA’s administrative functions and communications, including developing information and content for the ACHA’s website, social media, and publicity.
- Assist the Executive Director with maintaining a central calendar of scheduled ACHA events, activities, and meetings.
- The position includes work with museum collections and historic archives, and requires an understanding of professional approaches to working within historic structures and sites and appropriate techniques for the handling of historic materials. The successful candidate will have the opportunity to participate in training to grow these skills.
- Light cleaning and light shoveling will be required.
- Such other activities as may be required by the Executive Director.

(see next page)
Desired Knowledge, Experience, and Skills:

- Bachelor’s degree preferred in History, Museum Studies, Art History. Related degrees with 1-2 years of nonprofit, cultural, educational or museum experience will be considered
- Previous nonprofit or cultural experience (paid or volunteer)
- Effective oral and written communication skills
- Attention to detail and strong proof-reading skills
- Efficiency and accuracy in office and administrative projects
- Experience working with groups and volunteers
- Ability to engage with the public to lead engaging and informative tours
- Proficiency with Google Suite, Microsoft Windows, and Microsoft Office
- Knowledge of social media
- Must be able to carry up to 30 lbs. to set up/prepare for events or move historic collections, including carrying items on stairs

Personal Attributes:

- Positive attitude with an openness to learning
- Excellent people skills
- Attention to detail and follow-through on complex tasks
- Flexibility and ability to multi-task and adjust to changing priorities and activities
- Excellent communication skills
- Ability to work independently and as part of a team
- Appreciation of diversity and ability to work with a broad range of people
- Honesty and trustworthiness
- An appreciation and understanding of the mission of the ACHA, and the unique character and needs of a historic site setting

Compensation: $13 an hour for 40 hours a week (~$27,000 annually)

Benefits: paid sick leave and paid vacation time

To apply: please submit a cover letter, resume/CV, and 3 professional references (with contact information and relationship to applicant) via email or US Mail to Kathryn Kosto, Executive Director.

Email with subject line “Administrative and Program Assistant”: kathryn@tenbroeckmansion.org

OR via US Mail:
Kathryn Kosto
Executive Director
Albany County Historical Association
9 Ten Broeck Place
Albany NY 12210

DUE DATE: November 11, 2019

No calls or applications via social media, please.

The Albany County Historical Association is an EEOC employer, and does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, or military service.