

# Howard County Historical Society OFFICER MANAGER JOB DESCRIPTION



**POSITION:** *Office Manager (part time)*

The Howard County Historical Society operates the Howard County Museum at the Seiberling Mansion in Kokomo, IN with hours open to the public Tuesday-Sunday 1-4pm. The history archives and organization office are open Tuesday-Friday 9am-4pm. In addition, the historical society offers an annual schedule of events and programs throughout the year, archive and library resources, and rental of the Elliott House for special events.

**General Description:** The Office Manager reports directly to the Executive Director of the Howard County Historical Society. The successful office manager is an energetic professional who doesn't mind wearing multiple hats. They should be experienced in handling a wide range of administrative duties and executive support-related tasks and able to work independently with little or no supervision. The candidate should be well-organized, flexible, and enjoys the administrative challenges of supporting a fun office of diverse people.

### **General Responsibilities:**

- Responsible for overseeing the daily operations of the office.
- Answering telephone calls and emails about a wide variety of topics and questions.
- Maintaining finances of the organization.
- Greeting visitors and directing them appropriately.
- Manage museum gift shop.

### **Specific Duties:**

- Ensure office efficiency by maintaining common areas, organizing procedures, handling correspondence, managing file systems, and overseeing supplies and equipment.
- Provide direct administrative support as needed, including scheduling appointments, meetings, and events; maintaining file systems; and mailing and shipping packages.
- Assist with membership and fundraising correspondence.
- Independently manage donor software (Bloomerang).
- Independently manage POS software (Square).
- Schedule and coordinate event rentals for the Elliott House, Seiberling Mansion, and grounds.
- Ensure security, integrity, and confidentiality of organizational data.
- Handle customer inquiries and complaints.
- Maintain a safe, secure, and pleasant work environment.
- Other duties as assigned by the Executive Director.

### **Requirements:**

- Proven office management, administrative, or assistant experience (1-3 years).
- Knowledge of office management responsibilities, systems, and procedures.
- Excellent time management skills, ability to multitask and prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organizational and planning skills.
- Proficient in Microsoft Office, Quickbooks Online, Google, and willingness to be trained on donor management software (Bloomerang) and POS system (Square).
- Ability to adapt quickly, act professionally and pleasantly.

**Compensation:** \$17.00 per hour; 28-30 hours per week, 9am – 4pm Tuesday-Friday; some evening and weekend work is required for events.

**Qualifications:** Minimum of Associate degree in related field, or related experience of 1-3 years required. Strong computer background is necessary, with experience or training in database management. Strong interpersonal skills required.

**To apply:** Submit cover letter and resume to [anne.shaw@howardcountymuseum.org](mailto:anne.shaw@howardcountymuseum.org).