

# Seeking Administrative Assistant for Cook County Historical Society

## Administrative Assistant Job Description

**Purpose:** Reporting to the Director of Operations (DO), the Administrative Assistant (AA) will be responsible for assisting the Director of Operations with general administrative tasks for the Cook County Historical Society.

**CCHS Mission Statement:** The purpose of the Cook County Historical Society (CCHS) shall be the collection, preservation, and dissemination of knowledge about the history of Cook County and to relate it to the history of the State of Minnesota.

## Essential Functions/Responsibilities:

### Administrative Assistant Tasks

- Assist with administrative assistant tasks
- Organize and maintain CCHS network files
- Aid in the development of marketing, PR, and fundraising materials for CCHS as a whole
- Assist with logistics of CCHS-wide events and fundraiser
- Edit communications, promotional, and exhibit materials
- Maintain contact lists – including members, donors, and vendors
- Lead mailing efforts (membership, marketing, newsletter, etc)
- Assist with information packets for board meetings
- Maintain office and janitorial supplies
- Maintain supply of printed materials for membership, marketing, fundraising and exhibits
- Assist with volunteer coordination
- Assist with membership and donor databases
- Assist with the creation and distribution of the CCHS newsletter (*Overlook*) and the monthly E-Newsletter
- Other duties as assigned

## Requirements (Education/Experience):

- Must have a high school diploma or general education diploma
- Previous office experience with administrative procedures
- Ability to maintain positive working relationships with staff, CCHS board, and general public
- Excellent computer experience to maintain files, records, and databases
- Proficiency in Microsoft applications
- Strong organizational and verbal/written skills
- Strong editing and proofreading ability
- Detail oriented
- Supply management, inventory control

## Requirements (Physical):

- Occasionally lift/move/carry exhibit components and artifacts – up to 25 pounds
- Sit/stand at desk for continued periods
- Use computer for continued periods

**Compensation:** \$17/hour, 10 hrs/week, flexible schedule

**How to apply:** Send your cover letter, resume, and contact information for three professional references to [history@boreal.org](mailto:history@boreal.org). No phone calls please. Deadline to apply is Wednesday, May 31, 2023 at noon.