

JOB DESCRIPTION:**OFFICE ASSISTANT / BOOKKEEPER, WYOMING HISTORICAL SOCIETY****POSITION SUMMARY:**

Reporting directly to the Executive Director, the Office Assistant provides administrative support to the Executive Director and the Executive Board. The Office Assistant serves as the primary point of contact for the Executive Director and serves as a liaison with donors, partners, and board members. The Office Assistant must be creative, forward-thinking, and enjoy working within an environment that is mission-driven, results-driven, and community-oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations and will possess strong written and verbal communication, technical, administrative, and organizational skills. The ability to maintain a realistic balance among multiple priorities is imperative. The Office Assistant must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

The Wyoming Historical Society is dedicated to preserving, exploring, and sharing Wyoming's history for the benefit and enjoyment of all generations. Our vision is to ensure that Wyoming's past remains accessible to present and future generations.

PRINCIPLE RESPONSIBILITIES:

- Maintaining comprehensive and accurate financial bookkeeping records
- Performing minor accounting duties
- Website Management and Updates
- Social Media updates and communication.
- Managing the executive's calendar, including making appointments and prioritizing the most sensitive matters
- Maintaining correspondence with Donors, Executive Board, Committees, and Partners
- Providing administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the Executive Director's behalf, organizing meetings, including scheduling, sending reminders, and organizing catering when necessary
- Answering phone calls and emails in a polite and professional manner
 - Distinguishing the subject of their call or email before either responding or directing them to the appropriate committee or partner
- Welcoming visitors and identifying the purpose of their visit

QUALIFICATIONS:

- Preferred Experience
 - 5+ years Bookkeeping / Accounting
 - 5+ years Social Media
 - 5+ Years Microsoft Office & Google Suite applications
 - 2+ Years Non-Profit sector
 - 2+ years in Grant Writing / Grant Management
 - 2+ years Donor Relations & Fundraising
 - 2+ years Event Planning &/or Calendar Management
- Strong working knowledge of all Microsoft Office applications, Google Suite, and Social Media platforms
- Strong interpersonal skills with the ability to take initiative, multi-task, be a team-player, be flexible, adapt to shifting priorities, and prioritize work
- Excellent interpersonal and communication skills, both verbal and written
- Demonstrated writing and analytical skills
- Excellent organizational and time management skills, commitment to accuracy and attention to detail
- Ability to access a wide range of sources and networks for information
- Good judgment and ability to function independently
- Strong willingness to learn on the job
- Ability to manage up and have strong problem-solving and decision-making skills
- Ability to handle sensitive and confidential situations with diplomacy
- Highly experienced in electronic communications.
- Knowledge of client / donor / membership databases a plus
- History background a plus

24-32 hours per week

12-week probationary period. Rate increase possible after 90 days and first evaluation.

At-Will, In-Person, Hourly paid job, Non-Exempt. Pay based upon experience.

Typical Schedule: M-F; 9a-1p, 2p-4p

Occasional travel requested; schedule subject to change. Office closed on federal and state holidays.

Starting at \$16.50 per hour; DOE.

SPECIFIC JOB DUTIES:

- QuickBooks
 - Enter bills & invoices
 - Prepare checks / payments for signature & mailing
 - Prepare quarterly payroll and sales taxes
 - Ensure accurate reconciliations
- Website & Social Media Updates
 - General updates & content changes as needed
 - Updates to the Website Calendar
 - Correspondence with Partners, Museums, Members, etc. for calendar information
 - Schedules Social Media posts through EveryAction in accordance to Media Plan developed by WHS
 - Checks in daily to Social Media accounts for feedback, correspondence, sharing, and cross posting as needed
- Donor and Partner Assistance
 - Enter new members into the Database
 - Send out welcome emails &/or cards
 - Update Donor information in database
 - Ensure accuracy and prompt responses
 - Help to schedule and send out donor and partner correspondence
- *Wyoming History News* (WHS Newsletter)
 - Work with Chapters & Partners to find information for the “Heard Along the Trail” and “Upcoming Events” sections of the monthly newsletter
 - Prepare printed newsletters for mailings
 - Affix mailing labels
 - Sort according to USPS regulations for Bulk mailing needs
 - Deliver to Post Office
- Calendar & Other Products
 - Prepare and send out invoices for product sales (Quickbooks)
 - Package and ship products
- General Office Duties
 - Filing, proof reading, mail delivery, answering phone / emails
 - Duties as assigned related to event planning, donor and partner relations, grant writing/editing, grant management and executive operations