

The New London Historical Society

Mission: *The mission of the New London Historical Society is to preserve the history of the New London area by collecting and conserving artifacts, offering education and programs, and collaborating with other local and regional organizations.*

Office Administrative Assistant Job Description

Position Title: Administrative Assistant

Reporting Structure: The Administrative Assistant reports to the Board of Directors, who are appointed by a vote of the New London Historical Society membership. The Board monitors responsibilities, duties, compensation, and benefits. The Administrative Assistant carries out day-to-day operations concerning the Society and will meet regularly with the Board President.

Position Overview/Purpose: The Administrative Assistant is responsible for the office management and program facilitation of the New London Historical Society. The purpose is to implement operations appropriate to the Society's mission.

Responsibilities:

- Assists with development of proposals and produces documents for grant applications.
- Oversees membership and donor services, newsletters, social media, and the NLHS website.
- Maintains friendly relationships with volunteers.
- Effectively communicates with individuals and groups in a timely fashion. Prepares organized, clear, concise, accurate and informative letters, memos, reports, and other documents.
- Oversees publicity of events and programs, as requested, by coordinating with presenters, community partners, and volunteers.
- Complies with established bylaws, policies, procedures, and directives.
- May assist NLHS committees with their objectives or projects as needed.
- Prioritizes work, delineates responsibilities, and adequately prepares for meetings.
- Assists with maintenance of the NLHS artifacts catalog.
- Works with IT consultant to ensure computers, printers, and other electronic equipment are working as efficiently as possible, including regular back-ups and ongoing system maintenance.

Position Requirements:

- Experience working with non-profit organizations, boards of directors, and volunteers.
- Interest in local history and social media familiarity.
- Evidence of commitment to the mission of the New London Historical Society.

- Strong writing and organizational skills.
- Knowledge of Microsoft Office Suite software.
- Knowledge of PastPerfect Museum Software is a plus but not required. Training is available.

Benefits:

- This is a part-time position equivalent to an average of 8 hours per week.
- Schedule is negotiable.
- Work location is in our office in New London, N.H. but the possibility exists for some work to be done remotely.

The New London Historical Society is an Equal Opportunity Employer.