

## **JOB DESCRIPTION:**

### **EXECUTIVE ASSISTANT TO THE EXECUTIVE DIRECTOR, WYOMING HISTORICAL SOCIETY**

#### **POSITION SUMMARY:**

Reporting directly to the Executive Director, the Executive Assistant provides administrative support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for the Executive Director and serves as a liaison with Membership. The Executive 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 Executive 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 a non-profit, membership driven organization dedicated to ensuring that Wyoming's past remains accessible to present and future generations.

#### **PRINCIPLE RESPONSIBILITIES:**

- Maintaining comprehensive and accurate records
- Maintaining correspondence with Members, Executive Board, Committees, and Partners
- Performing minor accounting duties
- Providing administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive'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, member, or partner
- Welcoming visitors and identifying the purpose of their visit
- Managing the executive's calendar, including making appointments and prioritizing the most sensitive matters
- Basic Website Management and Updates
- Basic Social Media updates and communication.

## **QUALIFICATIONS:**

- Experience: 2 years related work experience
- Familiarity with non-profit sector
- 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 working knowledge of all Microsoft Office applications, Google Suite, and social media web platforms
- 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 / membership databases a plus
- History background a plus

16-20 hours per week

12-week probationary period. Pay raises available after 30 and 90 days and positive 30- and 90-day evaluations.

At-Will, hourly paid job. Pay based upon experience. Starting at \$12.50 per hour.

## **SPECIFIC JOB DUTIES:**

- Membership Assistance
  - Enter new members into the EveryAction Database
    - Send out welcome emails &/or cards
  - Update Member information in database
  - Help to schedule and send out Membership correspondence
  - Send out Membership Renewals Monthly
    - Work with Chapter Treasurers to ensure accuracy
  
- Website & Social Media Updates
  - General updates & content changes as needed
  - Updates to the Website Calendar
    - Correspondence with Chapters, 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
  
- Monthly Newsletter
  - Prepare printed newsletters for mailings
    - Affix mailing labels
    - Sort according to USPS regulations for Bulk mailing needs
    - Deliver to Post Office
  
- QuickBooks
  - Enter in bills & invoices
  - Prepare checks / payments for signature & mailing
  
- Calendar & Other Products
  - Prepare and send out invoices for product sales (Quickbooks)
  - Package and ship products
  
- General Office Duties
  - Filing, proof reading, mail delivery