

Office and Program Coordinator

<http://www.stevenshistorymuseum.com/employment>

This position works in-person at the **award-winning Stevens County History Museum** in Morris, MN, and reports directly to the Executive Director of the Stevens County Historical Society. This is a part-time position 28 hours/week.

DUTIES

The duties of the Office and Program Coordinator are in support of the Society's mission and are clerical and computer-related in nature. Specific duties include (but are not limited to) the following essential job functions:

Office Coordination 25%

- Handle incoming telephone calls, greet visitors, re-route emails as needed, and guide tours of exhibits.
- Prepare and mail correspondence and packages (e.g. postcards, newsletters, on-line purchases)
- Maintain an inventory of general office supplies and order supplies as needed.
- Maintain files (hardcopy and electronic) in a manner that allows easy access by staff and volunteers.
- Assist staff and volunteers in the use of appropriate office equipment.
- Assist in coordinating outside vendors, guest speakers, authors and others in support of programming.
- Other duties and task as required

Gift Shop Support (20%)

- Work with the Executive Director to manage gift shop.
- Maintain gift shop displays and appearance.
- Use Square system to make sales, track inventory, financials, and promote items.
- Maintain cash drawer for gift shop and special events.
- Rotate seasonally appropriate gift shop items and displays.
- Coordinate gift shop vendors and consignments.

Exhibit and Program Support (10%)

- Develop posters and marketing materials for exhibits, programs, and events and distribute them via appropriate channels.
- Work with the Executive Director and Collections Manager to coordinate and prepare for exhibit receptions, programs, and other events (e.g. nametags, décor, table and chair set-up).
- Assist in exhibit preparation such as labels and photographs.

Volunteers and Membership 20%

- Coordinate volunteer activities to ensure completion of projects and track volunteer hours.
- Contact SCHS volunteers via voice, text, email to inform them of volunteer opportunities.
- Work with Executive Director to plan recognition events for volunteers throughout the year.
- Maintain membership database.
- Maintain Volunteer database.
- Mail materials in connection with annual membership drive and membership renewals.

Newsletter 15%

- Work with Executive Director to format bi-monthly newsletter publication, incorporate articles from staff and others, edit newsletter for printing, coordinate volunteers to prepare for mailing and mail newsletter.
- Maintain and update database of memorials and donations for newsletter.
- Assist in conducting historical and genealogical research for individuals and businesses.

Web/Technology Management (10%)

- Manage website and social media accounts to keep them current and relevant.
- Assist with on-site information technology needs and set up technology for events.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Skill in greeting visitors and making them feel welcome.
- Strong written and verbal English language skills.
- Ability to pay close attention to detail.
- Ability to manage social media (such as Facebook) and Word Press for website development.
- Willingness and ability to learn new computer software programs.
- Skill in interacting with fellow staff reflects an attitude of teamwork.
- Working knowledge of, and experience with, Microsoft Office Suite (including Microsoft Publisher), database management, and Adobe Photoshop.
- Skill in preparing routine correspondence reflecting favorably upon public image of the Stevens County Historical Society.
- Customer Service and Sales skills

OPTIONAL PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- Minimum high school or GED education, post-high school education preferred.
- Knowledge of and/or interest in Stevens County history.
- Working knowledge of, and experience with, Microsoft Office Suite (including Microsoft Publisher), database management, and Adobe Photoshop and/or Canva.
- Spanish, ASL, or additional language skills.

WORKING CONDITIONS

- Working conditions are generally sedentary in a comfortable and safe environment. Occasional lifting of 25 pounds required.
- The work schedule will be negotiated with supervisor, and will require some flexibility depending on program needs. This is a part-time position for 28 hours/week.

COMPENSATION

- Dependent on experience/qualifications. \$16\hr Minimum

BENEFITS

- Paid Time Off (PTO) of 0.065 hours per hour worked, with a cap of 200 hours.
- All SCHS employees will receive a complimentary individual membership in SCHS for as long as they are an SCHS employee.

Send resume and cover letter to director@stevenshistorymuseum.com

Or Mail to: OPC Position, Stevens County Historical Society, 116 W 6th St, Morris MN 56267