

## **Office and Program Coordinator**

Stevens County Historical Society & Museum

This position is located in the **award-winning Stevens County History Museum** in Morris, MN. The mission of the Historical Society is to collect, preserve and interpret the history of Stevens County. This is accomplished through research of records and artifacts, and public presentation via exhibits, publications, and various other forms of programming.

The Office and Program Coordinator is someone who is detail-oriented, organized, outgoing, friendly, and welcoming. This person reports to the Executive Director of SCHS. Duties include (but not limited to):

- Handling telephone calls, greeting visitors, guiding them into exhibit areas, and answering questions.
- Maintaining inventory of office supplies, helping others with computers and office equipment, and setting up tech equipment for events.
- Format the bi-monthly newsletter and prepare for printing and mailing.
- Assist with coordination of museum events and implementing the details, including the marketing materials.
- Coordinate research requests with volunteers, assist with historical research, and facilitate the final product with the individuals requesting information.
- Maintain web site and social media accounts, keep them current and relevant and maintain the on-line gift shop.
- Maintain the membership database and coordinate volunteer activities.
- Provides assistance to the Executive Director with daily task assignments.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Minimum of high school or GED education, post-high school education preferred.
- An interest in history, in general, and Stevens County history in particular.
- Working knowledge of, and experience with, Microsoft Office Suite (including Microsoft Publisher and Excel), database management
- Skill in preparing routine correspondence that reflects favorably upon public

image of the Stevens County Historical Society.

- Skill in interacting with fellow staff that reflects an attitude of positivity and team work.
- Skill in greeting visitors and making them feel welcome.
- Ability to pay close attention to detail and organization.
- Ability to manage social media (such as Facebook)
- Willingness and ability to learn new computer software programs.

### **WORKING CONDITIONS**

- Working conditions are generally sedentary in a comfortable and safe environment. Occasional lifting of 25 pounds required.
- Collaborates with and reports directly to the Executive Director of SCHS.
- Work schedule will be negotiated with supervisor and will require some flexibility depending on program needs.

### **BENEFITS**

- Bi-weekly paychecks. Compensation dependent on education/experience/qualifications.
- Paid Time Off (PTO) of 0.065 hours per hour worked, with a cap of 200 hours.
- Flexible schedule of 25 hours/week.
- Primarily weekday/daytime hours
- Opportunity to expand skill set.
- Working in a beautiful historic building that is important to our community.
- Meeting new people!

### **APPLICATION INSTRUCTIONS**

- Please read the attached Position Description before applying for this job. If you have any questions about what is required, please contact the Executive Director (contact information below).
- Application should consist of:
  - Current resume with contact information
  - Cover letter stating how you meet the required skills and abilities
  - Three references.
- Application deadline is Friday, October 8, 2021.

- Please EMAIL or MAIL the above application information directly to:

Cam Erickson, Executive Director

116 W. 6<sup>th</sup> St.

Morris, MN 56267

[director@stevenshistorymuseum.com](mailto:director@stevenshistorymuseum.com)

320-589-1719