

01/19/2024

Job Title: **Administrative Assistant - FT**

1 Year - \$35,

Medical Benefit pkg

Employee: Job Description - Maxville Heritage Interpretive Center



Maxville Heritage Interpretive Center seeks an experienced, high-energy **administrative assistant**. The role is focused on supporting day-to-day program functions in the areas of administration, executive support, and facilities coordination.

Maxville Heritage Interpretive Center (MHIC) is dedicated to gathering, preserving, and sharing the rich history of African American, Indigenous, and immigrant loggers in the Pacific Northwest. We utilize inclusive stories of multicultural logging communities to better connect the experiences of immigrants and migrants to a larger American narrative. Our goal is to share Oregon's multiethnic logging history and to provide access to educational materials of these important histories to the public. We direct educational programs for learners of all ages, host events celebrating logging history, staff a visitor center, collaborate on artistic projects, and present a traveling exhibit.

Responsibilities

- Scheduling and calendar management
 - Manage the schedule for the traveling exhibit
 - Schedule volunteers
 - Schedule organizational visits by request
 - Executive Director calendar management, including scheduling Executive Director's outreach visits
- Office assistance
 - Answer and direct phone calls
 - Send out invoices for expenses
 - Maintain office supplies inventory by monitoring and reordering stock
 - Carry out administrative responsibilities, such as filing, organizing, and scanning documents
 - Receive, sort, and distribute the mail
- Facilities support
 - Move museum site displays
 - Manage access and inventory to the off-site storage container
 - Maintain and clean museum spaces
 - Ensuring safety and accessibility of museum space
 - Coordinate vendors
 - Open and close the museum as needed
- Communications and fundraising coordination
 - Create content for the e-newsletter and social media
 - Draft correspondence on behalf of the Executive Director

Contact: Gwen Trice

info@maxvilleheritage.org | 541-426-3545

- Provide fundraising data entry support and event assistance as needed
- Museum store management
 - Inventory and consignment
 - Order and update stock in digital system to maintain inventory
 - Stock shelves
 - Track sales and receipts
 - Provide customer service at the shop location

Who you are

- You are self-motivated, focused, and highly organized
- You bring systems and processes to the next level everywhere you go
- You are reliable, trustworthy, and positive
- You are adept at writing and can draft correspondence on behalf of leaders
- You know what will be supportive or helpful for your colleagues before they even ask
- You can respond to and solve problem as they arise
- You are adept at data entry and experienced at tracking tasks
- You provide skilled and thoughtful support for colleagues
- You have great systems for managing schedules
- You interact kindly with the general public