

Job Opening

Position Title: Administrative Assistant
Reports to: Museum Director and Museum Store Manager
Department: Silver City Museum Society
Pay scale: \$10-14 per/hr – PT or FT 20-40 hrs/per week

Position Summary:

Responsible for clerical and record keeping functions of the Museum, including, but not limited to, answering telephone and e-mail correspondence, preparing documents, assisting with purchase requisitions, scheduling, maintaining files, and assisting staff and Museum Director with all administrative needs. Performs other duties and responsibilities as assigned by the Museum Director.

Certifications & License Requirements:

Valid NM Driver's License with acceptable driving record

Education Requirements:

Minimum of High School diploma or equivalent, post-secondary education preferred.

Experience Requirements:

Two years minimum experience in an office position with demonstrated experience working with the public, volunteers, and other staff.

Abilities and Skills:

Demonstrated competency with all administrative responsibilities and attention to detail. Demonstrated ability to work effectively within complex organizations while demonstrating strong interpersonal skills, discretion and tact in a multi-cultural environment. Must demonstrate efficiency, multi-tasking skills, and time-management ability. Must have proficient computer skills with ability to work with basic software; must be able to operate basic office machinery. Puts forth exemplary customer service. Self-starter who works well independently and with staff. Flexibility to pitch in as needed as part of a small team. Knowledge of PastPerfect or Membership database helpful. Knowledge of AccuPOS and Sage software helpful. Spanish language ability helpful.

Responsibilities:

- Provide general administrative and clerical support to Museum Director and staff including correspondence, scheduling, processing mail, scanning, faxing and copying.
- Maintain electronic and hard copy filing system.
- Will perform data entry.
- Open, sort and distribute incoming correspondence.

- Run errands to post office, bank, and other miscellaneous needs.
- Answer phones, take messages, and route calls.
- Refer visitors to appropriate staff.
- Prepare and modify documents including correspondence, reports, drafts, memos and emails.
- Maintain office supplies.
- Shared responsibility opening and closing the museum.
- Prepare purchase requisitions.
- Assist with payroll and banking.
- Maintain office equipment.
- Check time sheets for mathematical errors , have approved, and delivered to City Hall
- Will perform other duties and responsibilities as assigned by the Museum Director.
- Membership
 - a) Mansardian Mailing-print labels and have a volunteer seal, label and stamp.
 - b) Update Appreciation Wall
 - c) Running Membership Reports-store membership report, 1st reminders, final reminders.
 - d) Send out membership reminder letters to membership without emails.
 - e) Send new membership emails to Mansardian Editor.
- Bookkeeping
 - a) Assign account numbers to invoices.
 - b) Call vendors with billing questions and work on resolving any issues.
 - c) Balance and make change for extra bag.
 - d) Balance petty cash bag and process chits to replenish as needed.
 - e) Track PTO accruals
- Society
 - a) Visitation Reports
 - b) Update lists-staff lists & emergency lists.
 - c) Notify alarm company of changes.
 - d) Enter/Delete staff on alarm system
 - e) Process incoming and outgoing mail.
 - f) Check time sheets for mathematical errors.
 - g) Orientate new staff-Google calendar, emails, phone, alarm, keys.
 - h) Set up Board Manuals for Board members.
 - i) Process Board Packets & make sure annex is ready for meeting.
 - j) Help volunteers at desk and store when needed.
 - k) Fill in at greeter desk or store.
 - l) Assist staff with paperwork & purchases.
 - m) Answer phones & route calls.
 - n) Assist bookkeeper.
 - o) Take minutes of staff meetings.
 - p) Assists with opening and closing store point of sale as per weekly schedule.
 - q) Close out store on AccuPos and prepare sale receipts from deposits
- Town

- a) Keep Town Budget and Activity Reports
- b) Process town invoices.
- c) Set up PO's for the fiscal year.
- d) Process PO's
- e) Process line item account adjustments.

Physical Requirements: Must be able to climb stairs.

Working Conditions: Office environment. Some travel required.

Review of applications will begin immediately. Position open until filled. For consideration, please email cover letter and resume to director@silvercitymuseum.org or mail/deliver to Silver City Museum Society, Personnel Committee, PO Box 344, 312 West Broadway, Silver City, NM 88062.