

Mount Prospect Historical Society
101 S. Maple Street
Mount Prospect IL 60056

Position: Office Manager

Status: Part-time, 26 hours per week. Hourly. May be required to work additional hours if needed for events or other needs.

Schedule: Daytime hours (T W Th Fri). Flexibility to work evenings and weekends for meetings, events, or other needs. Ability to work additional hours as needed. Schedule subject to change to meet needs of Society.

Reports to: Board of Directors

Purpose: The Office Manager is responsible for managing the Society's office and administrative and executive support work. Position includes organizing and coordinating efficient office administration and procedures, providing range of administrative and executive support, working with vendors, and coordinating facility maintenance of the campus to maintain smooth functioning of the Society's buildings, campus, and events. It includes but is not limited to answering phone and door, filing, file maintenance, performing tasks related to publicity, events, museum store, rentals and field trips, banking, membership, and donor data and ensuring routine facility maintenance is scheduled. Works with vendors when needed. Directs work of office and garden volunteers.

Will work closely with Director, Board President and bookkeeper.

Must work well in a fast-paced and fluid environment.

This position requires the ability to input and retrieve data from the computer; ability to meet deadlines; excellent communication and interpersonal skills; ability to work well with a variety of work styles and personalities; ability to work with minimal direction and supervision; ability to exercise independent judgment; ability to work with discretion; excellent proficiency with Microsoft Office.

Essential Duties and Responsibilities (In alphabetical order):

Attend monthly board meeting
Attendance and assistance at events and fundraisers (e.g. Annual House walk)
Coordination of facility maintenance and repairs
Donor and membership database maintenance
Liaison with Public Works Department, Village of Mount Prospect
Managing museum store

Office management

Primary contact for vendors and utilities such as ComEd, ATT, NICOR, Pest control firm, cleaning service firm, building security firm.

Provide support services for bookkeeper and accountant

Publicity and event related tasks

Selected additional duties (in alphabetical order):

Add events to website and local calendars

Coordinate schoolhouse and Education Center rentals

Deposit checks and cash

Handle tasks associated with field trips and Education Center/Schoolhouse rentals

Maintain and keep current the Society's calendar of events and activities

Maintain and order supplies for kitchen, office and restrooms

Maintain and organize paper and electronic office files

Manage distribution and sending of news releases, publicity fliers and related materials

Monitor Museum Store inventory, re-order or order new products, fulfill orders and ship.

Perform a variety of tasks associated with events such as preparing cash boxes, name tags, etc.

Perform the monthly PayPal deposit and reconciliation

Pick up tax documents from accountants, get them signed, then mail (with tracking)

Post Board meeting agendas and meeting documents to Society's Google Drive

Post information on website, social media sites

Prepare invoice paperwork for the bookkeeper

Recap any purchases with the Chase credit card swiper for bookkeeper.

Research new products for store and make proposal to board

Shop for supplies when necessary

Work closely with volunteers and direct activities as needed (e.g., newsletter mailing, garden)

Essential abilities, knowledge and skills

Ability to be discreet and keep confidences

Ability to learn new software and technology

Ability to exercise independent judgment

Ability to multi-task and set priorities.

Ability to work effectively as a member of a team

Ability to work collaboratively with board and staff

Ability to work independently with little supervision

Accurate

Adaptable

Detailed

Excellent communication skills

Excellent interpersonal skills

Excellent time management skills

Knowledge/skill with design tools

Knowledge of standard office practices and procedures

Proficient with Microsoft Office

Additional abilities, knowledge and skills

Ability to drive

Ability to perform detailed work

Ability to perform light to moderate physical work

Ability to stoop and reach

Excellent organizational skills

Familiarity with computer design tools e.g. Canva

Familiarity with email marketing tools e.g. Constant Contact

Familiarity with Google Drive

Familiarity with Content Management System (CMS) e.g. WordPress

Knowledge of accounting, data and administrative management practices and procedures

Knowledge of clerical practices and procedures

Knowledge of standard office procedures and practices

Knowledge/skill with database management

Strong computer skills

Strong planning skills

Education and Training

High school diploma with some college. Demonstrated office and clerical experience required. Demonstrated proficiency with Microsoft Office. Experience in a nonprofit organization a plus. Familiarity with Constant Contact, Canva, WordPress, Google Drive, Past Perfect a plus.