

Office Manager

Hourly Wage \$17 per hour, 30 hours/week

28 hours paid time off annually

Non-Exempt, Not eligible for health benefits

Reports to Director

Qualifications: Proven success in related job skills and competencies including communication and presentation, organizational habits, software proficiency, information and technology proficiency, editing, team playing and team building, problem solving. Bachelor's degree and two to five years administrative experience preferred.

Position Requirements: This is a part-time hourly non-exempt position. Ability to organize and manage multiple tasks. A team player able to give and take direction. Previous supervisory skills. Good communication abilities including written, verbal and presentation skills. An emphasis will be placed on collaboration, communication and teamwork. Professional demeanor, organized, adaptable. Must be willing to work occasional nights and weekends.

Duties and Responsibilities

Administration

Reception responsibilities:

- Greets visitors effectively and professionally.
- Answers phone and replies to general requests with accurate information. Directs all other inquiries to appropriate staff members.
- Maintain monthly & annual records of visitor attendance.
- Oversee maintenance of safe and clean reception area and equipment. Maintain cleaning and paper supplies for buildings and restrooms.
- Maintain donation boxes; record and transfer donation box revenues on behalf of accounting department.

Board of Director responsibilities:

- Prepares monthly Board mailings and maintains Board meeting records.
- Prepares a monthly Board Report to communicate activities, issues, opportunities.
- Liaison to the Fundraising Development Committee as recording secretary and administration of activities.

Human Resource responsibilities:

- Maintains and reports payroll records to Paychex.
- Assists with interviews of prospective reception staff for the Director's review and employment consideration.
- Prepare, maintain and upgrade manual for reception standards and practices.
- Develop and administer the reception staff work schedules on a monthly basis. Approves time off requests and work schedule needs for the reception staff.
- Assist in the orientation and training for new reception staff and new employees as needed.

- Administer paperwork for new hires.

Administration responsibilities

- Provides administrative support to Director, and all other departments, as needed.
- Coordinates communications between departments regarding day to day and other administrative activities.
- Serve as recording secretary at staff meetings and other meetings as needed.
- Prepares routine and special correspondence as indicated by the Director.
- Handles clerical duties of photocopying, faxing, mailing, mail distribution, and filing.
- Coordinates all bulk mailings including *River Winds*, special program and event notices, millage renewal letters, and others.
- Administer and oversee ordering of office and other maintenance supplies; maintain budget for office supplies.
- Provide support and updates for the Museum voice mail system.
- Assist where needed with exhibit openings and other special events. Attendance at events also required.
- Other duties, including special events, as assigned.

Accounting responsibilities

- Prepares and transfers all accounts payable to accountant department.
- Process accounts receivables, prepare deposits, records and transfer to accounting department. This includes monetary donations to the museum.
- Distribute monthly departmental income/expense budget reports to department heads.
- Process donation receipts and thank-you correspondence on behalf of the Director to donors.

Meetings and Project Support

- Provides a full range of support including scheduling, provide reception support and assist with building facilities needs as required.
- Attends committee meetings as needed, and serves as secretary, taking and distributing minutes and action items.
- Advises Director of any issues to ensure orderly and efficient administrative operations.
- Provides editorial review of *River Winds* newsletter.
- Assists Director with sponsorship development.
- Assists Director with grant writing, grant budget and funding, editing and review.

Working in partnership with the Curator of Education

- Schedule use of museum facilities for rental and special use.
- Meets with potential parties wishing to rent museum facilities.
- Keeps an up to date calendar of booked rentals.

Please send resume, cover letter and 3 references to Julie Bunke Museum Director, 200 Washington Avenue, Grand Haven, MI 49417 or email to jbunke@tchmuseum.org no later than Friday, February 1st.