

**Lancaster Mennonite Historical Society
JOB DESCRIPTION**

Title: Administrative Assistant, 1719 Herr House & Museum

Full Time Equivalent: 20% (8 hours per week)

REPORTS TO: Administrator, 1719 Herr House & Museum

Summary: Supports operations by effectively managing administrative details.

QUALIFICATIONS:

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| 1. | Supports the mission, vision, and guiding values of Lancaster Mennonite Historical Society. |
| 2. | Respects the dignity, honor, and diversity of all persons. |
| 3. | Functions as a positive team member in the development of the Society's mission. |
| 4. | Demonstrates flexibility and openness to adapting to change. |
| 5. | Ability to see the big picture as well as carefully attend to details. |
| 6. | Friendly interpersonal skills with a focus on internal and external customer service. |
| 7. | Ability to communicate in a professional manner on the phone, via email, and in person. |
| 8. | Excellent computer skills. |

ESSENTIAL DUTIES/RESPONSIBILITIES:

ADMINISTRATIVE:

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| 1. | Handle administrative tasks such as processing mail, preparing deposit, uploading invoices, etc |
| 2. | Respond to customer inquiries by phone, email, and in person. |
| 3. | Track event registrations, as needed. |
| 4. | Support volunteer coordination efforts. |
| 5. | Communicate with LMHS to support event promotions, social media, membership appeals, and fund appeals. |
| 6. | Other projects as assigned by Administrator |

September 2020