

Administrative Assistant

The Jackson County Historical Society (www.jchs.org) is hiring a part time Administrative Assistant.

Position is hourly part-time, up to 30 hours per week at \$10 per hour. Position requires ability to work independently, strong administrative and computer skills.

Work location is JCHS headquarters at the Truman Courthouse on the Independence Square.

Person needs to interact with general public in an active environment, and efficiently accomplish multiple duties and tasks successfully.

Reports to JCHS Operations Manager.

General working hours are 9:30am- 4:30pm, Tuesday-Friday with possibility of working 10am-2pm on Saturdays if available.

Responsible for supporting overall administrative needs of the non-profit organization.

Duties include:

- Open and close 1859 Jail Museum Tues.-Fri. when historic site is open (April to October)
- Give scheduled group tours both at the 1859 Jail and the Truman Courthouse
- Sell merchandise in History Center
- Interact with visitors and guests
- Take minutes at bi-monthly board meetings
- Answer the phone
- Maintain the membership database
- Assume other duties as assigned

Job Requirements:

- Able to sit and/or stand for extended periods of time
- Have solid computer skills with word processing, spreadsheets and databases
- Must be able to lift 25 pounds
- Display strong initiative to help support and grow the organization.
- Willing to take direction and complete assignments in a timely fashion.

To apply send a resume/work history and share your interest at jobs@jchs.org