



Executive Assistant

SUMMARY

The Westfield Historical Society is looking for a skilled, organized, conscientious individual to provide part-time executive support to several of the organization's program areas. The Executive Assistant will work independently within a collaborative team environment of volunteers on a variety of tasks, including recordkeeping, database and list management, scheduling and all communication platforms. This position will allow the successful candidate to interact with different committees, volunteers, and members.

ORGANIZATIONAL OVERVIEW

The Westfield Historical Society (WHS) is a 501(c)(3) tax exempt organization founded in 1968 whose mission is to preserve, interpret and encourage interest in Westfield's history. Its assets include the 1875 Reeve History and Cultural Resource Center, the 1740 Miller-Cory House (both of which are listed on the National Register of Historic Places), and a large growing collection of archives and artifacts of the history of Westfield. The WHS is in the process of a capital campaign to construct a new Education Center at the Reeve History & Cultural Resource Center. The WHS is proud of many of its accomplishments, has an active and engaged membership and hosts many community events and programs.

JOB DESCRIPTION

The Executive Assistant will report directly to the President and Vice-President, Finance and will support several of the organization's programmatic areas, including fundraising, communications, programs, volunteers and members. This is a part-time position with a time commitment of typically not less than 25 hours per week, and allows for some flexibility in scheduling. The Executive Assistant will be an integral part of the Westfield Historical Society and must be adept at and interested in working in a collaborative environment and will work at the Reeve History & Cultural Resource Center.

RESPONSIBILITIES

The Executive Assistant's responsibilities will include, but not be limited to:

- Independently and consistently represent the Westfield Historical Society and respond to daily inquiries
- Recordkeeping and financial reporting with working knowledge of Quickbooks. Collection and input of all revenue and expense transactions, perform monthly and periodic reporting, annual audit data

collection and relevant state and local filings. Work with donor organizations for matching grants and acknowledgements and Deed of Gifts to donors.

- Prepare information for grants and fundraising, including preparing Union County General Operating Support grant and related reports
- Database/list management, including membership, program, annual dinner attendees, monthly luncheons, etc. in Quickbooks and Gmail as well as scanning local press on behalf of the members
- Website oversight, including assisting volunteer(s) in adding events and content on a routine basis and ensuring updates of event pages
- Oversee the compilation of the periodic newsletter and arrange for publication and circulation to the members and others, as well as, ongoing communications to Trustees, members and other historical organizations
- Communication with local officials and other dignitaries periodically for WHS events and activities
- Participate in and record Trustee meeting minutes and distribute to all Officers and Trustees in a timely manner and keep records of the monthly Executive meetings
- Scheduling meetings/event support, including securing locations and providing meeting and event logistical support
- Represent the Westfield Historical Society at events, as needed
- Maintain and update all policies, procedures, by-laws and corporate information

SKILLS AND EXPERTISE

- Excellent organizational skills, including the ability to organize meetings, manage contact networks and work independently using tools such as Gmail and Google calendar
- Solid interpersonal, written and oral communications skills
- Ability to be flexible and learn quickly and work well in a varied team environment
- Knowledge of Constant Contact or other email service provider and Wordpress or other similar website software
- Working knowledge of Quickbooks and Microsoft Office products
- Demonstrated ability to carry out detailed work accurately and on time
- Poise in interacting and coordinating with a diverse group of individuals

COMPENSATION

Compensation will be at an hourly rate, competitive and based on the candidate's experience and skills. Interested and qualified candidates should submit a cover letter including salary requirements and a resume to westfieldhistoricalsociety@gmail.com.

The Westfield Historical Society is an Equal Opportunity Employer.