



60 WASHINGTON ST, STE 1
BARRE, VT 05641-4209
PHONE: 802-479-8500

Job Title: Operations and Membership Assistant

Supervisor: Director of Finance & Operations

FLSA Status: Full-Time (exempt)

Last Revision Date: July 1, 2019

General Description

The Operations and Membership Assistant will support the mission of The Vermont Historical Society through the handling of the day-to-day operations of the organization and stewardship of members and volunteers. The Operations and Membership Assistant will perform a variety of specialized recordkeeping and reporting tasks related to general office management, annual fundraising campaign, membership, planned giving, and special events.

Office Responsibilities:

- Perform general clerical work for the organization, including staffing the reception desk in the main lobby of the History Center, greeting and providing assistance to the general public, and answering phones. Includes staffing reception desk on the 2nd Saturday of each month
- Open and close public entrances as well as galleries.
- Provide administrative support to Executive Director (mailing, communication formatting and printing, photocopying, and other tasks as assigned)
- Record and maintain minutes of the Board of Trustees on behalf of the Board Secretary.
- Monitor and maintain office supplies inventory and equipment
- Manage Volunteer schedule
- Organize orientation and training materials for new staff, volunteer, and trustee members

Development Responsibilities

- Maintain primary donor database, currently Raiser's Edge
- Process donation and membership payments and produce acknowledgement letters
- Prepare membership bills, overdue notices, and track status of pledges from personal solicitations.
- Coordinate and carry out bulk and special mailings
- Organize and maintain paper files
- Assist with arrangements for development-related special events
- Ensure security, integrity and confidentiality of data

Relationships:

The Operations & Membership Assistant reports to the Director of Finance and Operations, and works closely with other VHS staff, especially Development and Communications staff, as well as volunteers.

Environmental Factors:

- Travel may be required at times to which a private means of transportation must be available.
- There may be a need for occasional additional weekend and/or evening work.
- Certain projects will require heavy workload and tight deadlines.

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Qualifications:

- Associates degree in business or other appropriate discipline, plus two years of relevant clerical/administrative/technical experience, or a combination of education and experience from which comparable knowledge and skills are acquired. Bachelor's degree preferred.
- Knowledge of database management is preferred
- Broad base of general technical knowledge and skills related to organizing and maintaining moderately complex filing and records systems, both manual and computerized. Directly related experience with mailing list databases desirable.
- Good basic reading, writing, math, and analytical skills.
- Good general office skills, including typing/word processing and office machine operation such as printers and copiers.
- Ability to train and direct the activities of part-time staff and volunteers.
- Ability to work cooperatively with Society staff and various outside individuals/organizations.