

Position: Office Administrator  
Reports to: Executive Director

This position is for an administrative generalist in a small downtown-based nonprofit focused on Jacksonville's historical resources. Associate's degree required, bachelor's degree preferred. Excellent written and verbal communication skills are essential, plus interpersonal skills, able to relate well with staff, public and a diverse community of members. Highly organized, detail conscious, and competent with software products such as Microsoft Office. Knowledge of history helpful, but not required.

#### Principal Duties:

1. Carry out ongoing administrative tasks, including drafting, filing and distributing correspondence, meeting notices, agendas, minutes; drafting other documents and correspondence as requested by the Executive Director.
2. Screen office telephone calls, assist and reroute callers when appropriate.
3. Monitor incoming mail (postal and e-mail), respond or reroute as appropriate.
4. Schedule meetings among staff, committees and board members as requested.
5. Compile and send by e-mail the monthly membership newsletter.
6. Maintain the organizational calendar of events and critical dates, ensure action as appropriate.
7. Work with IT vendor to maintain network, telephone, and other systems. May assist in troubleshooting, working with vendors to resolve issues.
8. Supervise and delegate to other staff as appropriate to maintain a smooth flow of operations in a timely manner.
9. Responsible for staff and committee meeting notices, etc.
10. Responsible for maintaining the staff and board phone / e-mail list.
11. Supervise ordering of supplies for the organization.
12. Supervise all office equipment maintenance and purchases with the exception of computers.
13. Maintain updated procedure manual as it pertains to support functions of the organization.
14. Coordinates with ED in planning and staffing events such as the monthly program and annual fundraiser.
15. Develops and implements new processes and procedures to improve the operating efficiency of the JHS.
16. Responsible for collecting and preserving data for use with grant applications and reporting.
17. Prepare deposits for all cash and checks received, and record in accounting software and membership database, generating donor and membership acknowledgements.
18. Other duties as assigned by the ED.

Hours are M-F 9:00 AM to 5:00 PM; plus occasional evening or weekend events.  
Hourly compensation appropriate to credentials and experience. Contact [alan.bliss@jaxhistory.org](mailto:alan.bliss@jaxhistory.org)