



Position: Office Administrator
Reports to: Executive Director
Hours: M-F flexible hours between 9 AM and 5 PM; plus occasional evening or weekend events. Position is part-time, approximately 30 hours/week.
Compensation: Commensurate with credentials and experience.

This position is for a versatile office administrator 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, ability to relate well with staff, the 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. Maintain the organizational calendar of events and critical dates, ensure action as appropriate.
2. Administer and manage phone calls and visitors. Assist or redirect to appropriate personnel as appropriate.
3. Administer and manage incoming mail (postal and e-mail). Respond or redirect as appropriate.
4. Assist ED and board in the management of donor, member and prospect contacts, communications and fundraising. Proactively manage all JHS contacts in the PastPerfect database.
5. Plan and complete membership dues collection, processing and record keeping in timely manner.
6. Prepare bank deposits for all cash and checks received. Record receipts in PastPerfect database and send donor acknowledgement letters.
7. Collect and record grant statistics – monthly with quarterly and annual reporting. Manage integrity of grant records. Manage required documents and records for annual grant audit.
8. Recruit and manage volunteer corps and interns. Assist Executive Director and Archivist to onboard volunteers and interns into JHS activities and duties to maximize operational goals. Train or arrange for appropriate training.
9. Assist ED in the management of vendor appointments. Maintain vendor work log. Assist ED in management of IT vendor to maximize organizational productivity, and meet archival storage and maintenance needs. Train or arrange IT and software training for staff and volunteers. Maintain security protocol and credentials in a secure manner.
10. Assist ED in staff management and record-keeping. Supervise and delegate to staff as appropriate to promote operational efficiency and meet KRA goals. Disseminate HR, safety and emergency policies as needed. Maintain records of staff and board phone contact list, technology credentials, key distribution. Maintain updated procedure manual as it pertains to support functions of the organization.
11. Manage and order organizational supplies as needed, within budgetary goals.
12. Carry out ongoing administrative tasks, including drafting, filing and distributing correspondence, meeting notices, agendas, minutes.
13. Develop and implement new processes and procedures to improve operating efficiency.
14. Other duties as assigned by the ED.

Hourly compensation appropriate to credentials and experience.

Interested individuals may send resume and cover letter to JHS Executive Director Alan Bliss at alan.bliss@jaxhistory.org. Anticipated start date is immediate.