



# Latah County Historical Society

**The Latah County Historical Society is seeking a temporary part-time Office Coordinator to deliver customer service at our front desk, coordinate our online presence, and perform a variety of administrative and clerical tasks under the direction of the Executive Director.**

Responsibilities include providing professional and friendly assistance to patrons, managing our membership, and maintaining our organization's online presence. The Office Coordinator plays an integral part in ensuring that our office operations run smoothly and in supporting other organizational activities.

## **Responsibilities**

- Greet and welcome guests as soon as they arrive at the office
- Answer, screen and forward incoming phone calls
- Receive, sort and distribute daily mail/deliveries, assemble outgoing mailings
- Perform clerical duties such as filing, photocopying, and scanning
- Staff the McConnell Mansion Museum if a docent is unavailable for tours
- Manage membership and membership database (Little Green Light) including renewals, processing membership payments and donations
- Act as an office manager by keeping up with office supply inventory
- Promote content on social networks and monitor engagement (e.g. comments and shares)
- Update our website as needed

## **Requirements**

- An interest in local history and/or community enrichment through the celebration of humanities
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude
- Excellent organizational and teamwork skills
- Professional attitude and appearance
- Solid written and verbal communication skills
- Experience with database or content management systems a plus

## **Specifics**

- Part-time: 10 – 2pm, Tuesday – Friday, with some flexibility
- \$18/hour, up to 20 hours a week
- Up to 90 days, with the possibility of extension

Interested applicants should submit a brief cover letter and resume to the Latah County Historical Society's Executive Director, Hayley Noble, at [hynoble@latahcountyid.gov](mailto:hynoble@latahcountyid.gov). Questions about the position can also be directed to that address. Applications will be reviewed as they are received and the position will remain open until filled.