

## **Ligonier Valley Historical Society**

### **Office Coordinator**

**Year Round, Part-time hourly – 20 - 25 hours per week - reports to Executive Director**

LVHS is looking for a skilled Office Coordinator to undertake a variety of day-to-day office and clerical tasks. This position is an integral part in ensuring that LVHS office operations run smoothly and are successful in supporting Society activities.

A skilled Office Coordinator is, above all, an organized, trustworthy, and competent professional with good communication skills. In addition, an Office Coordinator needs to be reliable, dependable and comfortable dealing with people, and has excellent ability to carry out administrative duties with accuracy and speed.

The goal of this position is to ensure that office operations are efficient and add maximum value to the Society. The successful candidate must receive satisfactory results from criminal background checks.

#### **Skills:**

- Database management; proficient in accounting software such as QuickBooks, Microsoft Office Suite-including Excel; ability and willingness to learn new database systems (i.e. PastPerfect) and Point of Sales System
- Experience in retail and customer service is a plus
- Excellent interpersonal as well as verbal and written communication skills

#### **Ability to:**

- Work a flexible schedule, that includes a few weekends and evenings
- Work with other staff and volunteers
- Organize, prioritize, and multi-task

#### **Willingness to:**

- Wear period clothing when needed to help with field trips, programs, and tours at the Museum

#### **Responsibilities:**

- Maintains the security and accounting of cash received from Museum admissions, Museum Shop, fundraising and special events, etc. and maintains the Society's financial accounts, deposits income and prepares all expense checks, obtaining the required signatures.
- Prepares payroll, and prepares and submits online payroll and sales tax reports.
- Assists Executive Director with preparing documents for Board of Directors, committees, and other meetings along with annual and grant budget formation.
- Answers the telephone and routes calls to appropriate staff and volunteers, greets, and helps visitors at the Hall House Headquarters Building and Compass Inn Museum.
- Maintains well-organized physical and digital files.
- Organizes and maintains mailing databases and related reports and correspondences for membership campaigns, fundraisers, and special events.
- Assists Executive Director with all aspects of membership campaigns, fundraising and special events, and programs.
- Assists Executive Director with grant expenditure tracking and prepares needed financial reports.
- Assists Executive Director with Museum Shop operations, i.e. helping identify inventory items and artists for commission sales, and inputs inventory into POS system as well as assists with shop sales, and maintaining the shop appearance.
- Assists Executive Director with editing printed material, such as, but not limited to, newsletters and annual reports (both hard copy and online).
- Assists with tours of the Compass Inn Museum and assists with custodial, gardening and other miscellaneous duties when required.