

Office Manager Job Posting

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Overview

The Boothbay Region Historical Society, 72 Oak St, Boothbay Harbor, seeks an Office Manager who can work independently, has competent computer skills, and is highly organized. This position blends administrative work, greeting visitors to the museum, and more in-depth assistance with research requests. Knowledge of local history is not a prerequisite. For a full job description and to learn more about the Society, see our website at www.boothbayhistorical.org.

Before requesting an interview, please review the full job description below.

Interested applicants must submit a cover letter and current resume along with three references to info@boothbayhistorical.org, or mail to Office Manager Position, Boothbay Region Historical Society, PO Box 272, Boothbay Harbor, ME 04538.

Job Description

Administrative work entails organizing our mail, fulfillment of mail orders, data entry for donations and preparing documents for circulation. When the museum is open, our office manager greets visitors and describes the layout of the museum and may schedule research with a historian or assist with access to our digital archives.

The Office Manager will be working in an environment with volunteers, trustees, donors, and the visiting public as well as working independently on diverse office tasks.

The successful candidate in this role will help build and sustain relationships among these various groups while attending to the administration of the Society's operations.

The Office Manager handles daily operations of the museum, fielding simple research inquiries, participating in member and donor activity, handling data entry, periodic mailings, and office correspondence among other daily or short-term tasks. The Office Manager works frequently with the treasurer, researchers, and board committees.

Core technical skills include solid writing ability, software including Microsoft Windows, Office (Outlook, Word & Excel) and web-based applications such as Paypal and Stripe. Experience with Little Green Light donor management software is a plus.

This is a year-round, 20-hour per week hourly position (Wednesday to Saturday). The person in this position regularly uses a computer and other office productivity equipment, such as a machine and computer printer & scanner. This position requires working in-person at the Boothbay Harbor museum/office, working the occasional evening or weekend event, and interacting with the organization's constituents in the Boothbay Region. The person in this

position needs to occasionally move about inside the office to access file cabinets, office equipment, climb stairs to our second floor, etc.

This role reports to the Society's Board of Trustees and is coordinated by a pair of Trustees to support the Office Manager.

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Main Job Tasks and Responsibilities

Daily

- Monitor and respond where appropriate to inquiries to the museum via social media, phone, phone messages or email

Weekly

- Retrieve correspondence from the post office and organize as appropriate for any actions required
- Maintain the organization's donor database in Little Green Light and coordinate with the Treasurer to follow the Society's Financial Policies for recording gifts and acknowledgement letters
- Process low volume retail sales including receiving payment, shipping orders and tracking sales

Monthly (or greater)

- Maintain an organizational calendar with inputs from committee chairs, community events and public notices
- Post announcements on social media to help publicize the Society and its events
- Prepare meeting packages for Board of Trustees meetings by collecting materials and organizing them in order as defined by Board agendas
- Coordinate requests for materials and ordering supplies
- Coordinate building maintenance/upkeep with our Buildings & Grounds Committee

As Required

- Meet & greet members of the public who visit the museum. Provide information or guidance to researchers on available resources within the museum and/or on-line.
- Support activities at the museum as needed, including visitor engagement, phone calls, research requests, exhibit installation, etc.

Experience

- Management of a small office or retail store
- Demonstrated skill in working collaboratively in socially diverse contexts
- Experience with Microsoft Office (Word & Excel), email, web apps as well as major social media platforms
- Experience with Little Green Light is a plus

Key Competencies

- Ability to work independently as well as with a team
- Excellent interpersonal, written and verbal communication skills
- Organizational and time management skills with attention to deadlines
- Comfortable interacting with the public and juggling multiple tasks
- Discretion with private information