

Job Title: Administrative Associate

Organization: Central Sierra Historical Society & Museum

Location: Hybrid. Remote & Museum of the Sierra (Hybrid must be approved by Executive Director and applies during bad weather conditions such as snow; but all other time is in office.)

Reports To: Executive Director

Position Type: Full-Time

Job Summary:

In order to address the ongoing and evolving needs of the Central Sierra Historical Society, we seek to hire a full-time staff person to join our team. Under the general supervision of the Executive Director, the administrative associate will manage the day-to-day administrative duties, provide clerical and secretarial support to the Executive Director, coordinate events and workdays, maintain organizational calendar, provide additional staff support to board and committees, create and maintain print and digital communications and marketing, assist with organizational projects, and perform other duties as assigned.

The following is a list of major duties and responsibilities for this position along with certain supportive duties. It is not all-inclusive. Other duties and responsibilities may be added as needed and in addition, management, as appropriate, may modify this job description.

Essential Duties and Responsibilities:

Administrative Support:

- Answer and direct phone calls, emails, and other communications to the appropriate staff members.
- Manage and maintain the museum's office, including filing systems, office supplies, and equipment.
- Maintain museums internal and external calendar including scheduling of meetings and events.
- Ensure Museum of the Sierra website and other platforms display accurate information and hours of operation.
- Work with staff and Facilities Committee to coordinate general facility repairs, including prepping the facilities for opening and closing for the season.
- Assist with Board and Committee management including scheduling meetings, compiling and distributing agenda packets and minutes, and attending select meetings.
- Act as a liaison between the museum staff and Docent & V.E.S.T. volunteers.
- Work with bookkeeper to manage accounts payable, accounts receivable, and complete weekly deposits.
- Process new memberships and donations, renewals, and changes in membership status.
- Maintain accurate and up-to-date membership records, donations, and volunteer hours. Prepare monthly reports on membership and donor statistics, trends, and outcomes.

- Develop communication schedule for organizational communications, including newsletters, emails, and renewal reminders. Ensuring members receive timely updates on museum activities and special offers.
- Work with Executive Director to complete projects as needed.

Event Coordination:

- Coordinate all event and workday logistics including marketing and communications, volunteer and staff scheduling, setup, registration, and vendor coordination.
- Manage all facility rentals including contracts, payments, facility preparation, and staff and volunteer scheduling.

Visitor Services:

- Greet and assist museum visitors, provide information and excellent customer service.
- Assist with processing memberships, event registration, and museum gift shop.
- Work with Museum & Education Program Coordinator to maintain gift shop inventory and process online orders.
- Work with museum staff to ensure all program, membership, sponsorship, and event handouts are current and stocked for museum guests.

Skills/Requirements:

- Proficiency in Quickbooks Online and associated systems, Microsoft Office Suite, and other office management software.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Attention to detail and accuracy in financial record-keeping.
- Ability to work independently and as part of a team.
- Commitment to museum goals and visitor satisfaction.
- Demonstrates integrity and honesty, to present accurate and appropriate information, and to exercise excellent judgment in regard to confidential information.
- Efficient in an environment with evolving priorities.

Physical Requirements:

- Ability to sit, stand, and perform office tasks for extended periods.
- Lift and carry materials up to 30 pounds as needed for event setup.
- Ability to work and travel in ice and snow.

Central Sierra Historical Society, Central Sierra Resiliency Fund, Museum of the Sierra

An Equal Employment Opportunity Employer

We do not discriminate on the basis of race, color, national origin, sex, gender, marital status, disability, age, religion, veteran status or any other reason

NAME (Last)	(First)	(Middle)	Have you ever used another name?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Application
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Present Address: (Street # - P.O. Box) (City) (State) (Zip)	Are you under 18 years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, can you, if hired, submit a work permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Permanent Address: (Street # - P.O. Box) (City) (State) (Zip)	Area Code & Phone Number
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Position Desired	Salary Desired	Is any additional information relative to a change of name, use of an assumed name, or a nickname necessary to enable a check on your work or education record?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain
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Are you available to work on weekends? Yes No

Would you be available to work overtime, if necessary? Yes No

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?
 Yes No

If no, describe the functions that cannot be performed _____

Do you have any friends or relatives in our employment, if yes, Who: _____ (Name) (Relationship)	Date you can start employment?	Have you ever applied or worked for this company before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Where? _____ When? _____
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Can you, after hire, submit verification of your eligibility to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, may we inquire of your present employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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SCHOOL	NAME & LOCATION OF SCHOOL	COURSE OF STUDY	# OF YEARS COMPLETED	DID YOU GRADUATE?	DEGREE OR DIPLOMA
Graduate					
College					
Business/Trade/Technical					
High School					

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for this position? If so, please explain:

Are you licensed or certified for the job you are applying for? Yes No
 Name of the license _____ Issuing state _____ License/certification number _____

Have you obtained any special skills or abilities as the result of service in the military? Yes No If so, describe:

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

DATES OF EMPLOYMENT FROM TO	NAME, ADDRESS & PHONE # OF EMPLOYER/COMPANY	SUPERVISOR'S NAME /POSITION	LAST POSITION	REASON FOR LEAVING

*Note: Attach additional page(s) if necessary.

References

List below three persons not related to you who have knowledge of your work performance within the last three years.

 Name of reference Occupation Address (Street # - P.O. Box) (City) (State) (Zip) Area Code & Phone Number

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 Name of reference Occupation Address (Street # - P.O. Box) (City) (State) (Zip) Area Code & Phone Number

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand and agree that employment is "At-Will", meaning employment may be terminated by either myself or the Company at any time, with or without cause, and with or without notice. I also understand and agree that the Company retains the right to demote, transfer, change my job duties, and my compensation at any time with or without notice and with or without cause in its sole discretion. Employer and Employee further understand and agree that other than the President, no manager, supervisor or other representative of the Company has authority to make any agreement, express or implied, for employment for any specified period of time, or to make any agreement for employment other than at-will. The Company and I also agree that this "At-Will" employment policy cannot be amended, modified or altered in any way by oral statements or in any other way, and can only be altered by written amendment signed by the President of the Company, indicating that it is intended as a modification of Employee's At-Will status.

_____ I understand that the Company conducts pre-employment, post accident and reasonable suspicion drug testing, and I hereby agree to submit to said testing upon request by my manager or the Company president.

Date _____ Signature of Applicant _____