Job Position: Administrative Assistant
Reports to: Director of Internal Engagement
Hours: Part Time, Hourly ($12-$14)

Primary Function
Responsible for performing clerical tasks in support of office operations, answering and managing incoming calls to the Welcome Center, assist Human Resources, updating contact information in the Membership constituent database, preparing mailings, money counting and other office functions.

Essential Functions (Responsibilities) include the following. Other duties may be assigned.

1. Serve as first point of contact for guests in the Welcome Center office, greeting guests with a positive, helpful demeanor.
2. Communicate effectively with guests, team leaders, management and coworkers of all areas in Sauder Village.
3. Answer incoming calls in a professional manner, and route as necessary throughout the Sauder Village complex.
5. Prepare bank bags and make appropriate change when needed.
6. Sort and distribute mail.
7. Manage and update Sauder Village Complex calendar.
8. Assist Human Resources with any required functions for staff and volunteers.
9. Assist in preparing mailings for special events and membership/fundraising campaigns.
10. Support the External Engagement and Museum Operations departments by preparing materials for special events.
11. Update contact information in Membership constituent database.
12. Assist the safety team with safety initiatives.
13. Help prepare and organize safety documents, trainings and safety research.
14. Prepare materials for shipping, as needed.
15. Maintain inventory of office supplies.
16. Keep the safety of guests, staff, and self a priority.
17. Work as needed including alternate Saturdays and some evenings.
18. Other duties may be assigned.

Skills, Requirements, and Conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the above essential functions.

1. Previous office experience preferred.
3. Ability to handle multi-line phone systems.
4. A high level of confidentiality is required.
5. Strong interpersonal skills.
6. Ability to manage multiple priorities.
7. Basic math skills and ability to problem solve.
8. Strong verbal and written communication skills.
9. Desire and ability to positively engage with guests and staff.
10. Attention to detail to ensure tasks are completed thoroughly and correctly.
11. Reliable, enthusiastic, and trustworthy team player.
12. Reflects and advocates for the mission, purpose, goals and values of Sauder Village.