



POSITION ANNOUNCEMENT - PLEASE POST OR CIRCULATE

ADMINISTRATIVE ASSISTANT

Announced July 22, 2008

Position Title: Administrative Assistant

Reports to: Executive Vice President

Exempt or Non-Exempt: Non-exempt: compensated for overtime worked according to applicable law

The Organization

Chartered by the Georgia General Assembly in 1839, the Georgia Historical Society is a private, non-profit organization that serves as the historical society for the state of Georgia. GHS is the oldest cultural institution in Georgia and one of the oldest state historical societies in the nation. For nearly 175 years, GHS has fulfilled its mission to collect, preserve, and share Georgia's history by presenting a variety of educational programs, authoring publications on Georgia and southern history, and by operating a library and archives at its statewide headquarters in Savannah.

Position Summary

The Administrative Assistant provides administrative support to the Executive Vice President and other Development staff in securing funds to carry out the organization's mission. The Administrative Assistant is responsible for 1.) supporting the Executive VP in administrative matters to include scheduling, travel arrangements, filing, and financial recordkeeping; 2.) facilitating development activities by implementing the duties described below including accepting rsvps and payments for events and meetings; and 3.) working closely with the Executive VP to implement logistics of various events including coordinating space, catering, equipment rentals, etc. Excellent independent judgment is required to plan, prioritize, and organize a diversified workload. This position requires 100% attendance and punctuality (unless approved absences by the supervisor).

Job duties and responsibilities: The statements below describe the scope of responsibilities and essential job duties of this position, but should not be considered an all-inclusive listing of work requirements. Incumbent may-perform other duties as assigned, including work in other areas.

- *Provide support to the Executive Vice President and Development Office.* Perform administrative functions including preparing memoranda, letters, invoices, and documents as directed. Draft written responses or replies by phone or e-mail. Respond to regularly occurring requests for information and handle confidential/non-routine materials. Assist with proposal efforts; make and return calls as needed. Maintain files and complete timesheets and travel expense and reimbursement reports. Work with Grants and Development Manager to ensure that all donor activity is dealt with in an accurate and timely manner including sending thank you letters/notes, pledge cards/reminders, etc. Assist with development activities by scheduling meetings and conference calls, producing and fulfilling mailings, sending and receiving faxes, assisting with program book distribution, etc. Take notes during meetings.
- *Manage logistical elements of development and other events.* Primary responsibility for the logistical coordination of the organization's various events, meetings, and conferences. Events will include program and fund raising events, special events, etc. Make travel and food & lodging arrangements as requested. Book facilities as directed, work with

service contractors, maintain registrations/attendee lists. Coordinate with hotels, caterers, transportation companies, etc. Manage on-site arrangements. Negotiate contracts with vendors as directed. Act as a project manager for special projects which may include: disseminating information, organizing company wide events, and creating and sending invitations.

- *Assist with financial matters.* Maintain petty cash box. Maintain spreadsheet of checks received on a daily basis. Complete check requests on a daily basis. Copy and mail checks twice per month.

Supervisory responsibilities: Volunteers and interns.

Qualifications:

Knowledge, skills and abilities: Position requires poise, tact, and diplomacy as well as a demonstrated ability to work independently and as a part of a team. Ability to organize and to prioritize work and to act with initiative and good judgment required. Successful candidate must be a self-starter with flexibility and a willingness to get the job done. Excellent interpersonal and communication skills required. Must be able to handle multiple, concurrent tasks in an effective manner. Must be able to work well under pressure and with attention to detail. Strong computer skills, including advanced knowledge of MS Word and Excel with basic secretarial skills (60 wpm) including proofreading, minute-taking, and the ability to compose letters and responses.

Education: Undergraduate degree or equivalent (2 years of college and two years of progressive experience in related work).

Experience: 4-5 years of work related experience. ***Experience working in a legal or accounting environment strongly preferred.***

Salary and Benefits

Competitive annual full-time salary. The Society offers a comprehensive benefits package that includes health, dental, and disability insurance; paid holidays, medical leave, and vacation.

To Apply

Send cover letter, resume, and confidential salary history or requirements to:

Laura García-Culler
Georgia Historical Society
501 Whitaker Street
Savannah, GA 31401
Fax: (912) 651-2831
Email: jobs@georgiahistory.com

No phone calls please.