

Part Time Greene County Historical Society Administrator

Reports to: Society President

Date Prepared: January 2017

Greene County Historical Society (GCHS) Purpose

The mission of the GCHS is, in part, to discover and collect, and make available to members and the public material that helps to establish the history and genealogy of the area.

Administrator Role

Working under the guidance of the President, the administrator will maintain records of memberships, volunteers and donors, and assist with communications, events, fund raising and collections maintenance.

References will be required.

Routine Duties

1. Maintain membership database, and send annual dues reminders
2. Assist in collections accessioning and collections database maintenance, including photographing and describing new acquisitions
3. Using items and information provided by the Board, communicate regularly with membership by email, and also through the Society's newsletter (published three times a year), and occasional magazine
4. Oversee maintenance of the Society's online presence, obtaining items from Board and other society members as necessary
5. Maintain regular contact with the President to ensure that GCHS activities stay on track, including those activities specified in the Society's 5-year plan
6. Research available grant possibilities and draft grant applications.

Key Results

1. Increased public awareness and understanding of the Museum and its collections and services, and their benefits
2. Effective programs that increase memberships and numbers of volunteers
3. Increased revenue from grants for Society programs and activities

Desired Characteristics

- Interest in local history
- Excellent organizational skills
- Excellent computer and internet skills
- Strong communications skills, both verbal and written
- Marketing skills
- Collections management experience
- Grant writing experience
- Proficiency in software currently used by GCHS: Word, Excel, File Maker, Mail Chimp.