**Kankakee County Historical Society**

**Office Coordinator**

**Job Description**

The Office Coordinator is responsible for greeting visitors at the door or on the phone with proper etiquette. Outbuilding and inside tours can happen at any time if a visitor requests it. They will be responsible for contributing to normal office operations and working with the Financial Coordinator in daily tasks plus special event responsibilities.

**Office Coordinator Essential Job Function and Performance Standards:**

* Check phone messages each morning and distributing the messages
* Make sure mailbox is checked daily and mail is distributed properly
* Knowledge of opening and closing the Museum Campus and the French Heritage Museum
* Knowledge of operating each museum store in above buildings
* Knowledge of exhibits for group visits
* Learn history of the Museum and Historical Society
* Assisting at Museum events and other Museum programming as required
* Prepare monthly report for Board Meetings
* Coordinates rental of Column Garden and Centennial Room, along with the Executive Director
* Schedules field trips, group tours, special events, and communicates this information to all staff members
* Knowledge of all binders in the office shelves and copy machine
* Responsible for overseeing membership activity maintaining all membership records
  + Including: deposit slips to Financial Coordinator for bank deposits, sending membership reminders; logging new members and maintaining an up-to-date membership listing in DonorView program
* Mass mailings as needed
* Working with Finance Coordinator on postage responsibilities at the Post Office for bulk mailings for Gallery of Trees and when needed
* Manage museum store inventory and layout. Consult with ED for new sale items.
* This position assists the Executive Director with special projects as needed.

**Skills:**

* Interpersonal communication skills, multitasking abilities, etc.
* Must be able to lead a group, work as a team, built rapport with children, adolescents, adults, and seniors
* Knowledge of email, Facebook, word processing, Excel, scanning, etc.
* Be able to handle all other assignments deemed necessary by the Executive Director

**Hours**

* Seasonal (April – October)
* Thursday, Friday, and Saturday 8:30am to 5pm (30-minute unpaid lunch break) – 24 hours/week

**Additional Information**

* Pay rate - $16.50 per hour
* Position open until filled
* To apply – send resume to [kankakeecountymuseum@gmail.com](mailto:kankakeecountymuseum@gmail.com) or drop it off at the Kankakee County Museum 801 S. 8th Ave Kankakee IL