



## **POSITION PROFILE**

### **ADMINISTRATIVE ASSISTANT**

#### **Our Organization**

Our organization was created by the 100<sup>th</sup> Idaho Legislature to be a lasting legacy of the Centennial Celebration with the express purpose of protecting and preserving our collective cultural heritage through the next century. We primarily fulfill this mission by providing grants and technical assistance on a yearly cycle to preservation projects throughout the state. Since our inception over thirty years ago, we have awarded over \$4.9 million to help fund more than 600 individual projects in every corner of our state, the majority of which occur in communities of fewer than 5,000 people.

#### **The Position**

The Administrative Assistant works closely with the Executive Director and will be responsible for a number of tasks outlined below. It is a contract part-time position that requires strong organization and communication skills that will be called upon while coordinating with board members and cultivating other important working relationships. These relationships include consultants, project representatives, regional committee members, partner organizations and potential donors.

#### **Reporting Relationships**

The Administrative Assistant will report to the Executive Director.

#### **Duties and Responsibilities**

Some of the duties and responsibilities may include:

- Responding to phone or email inquiries regarding project locations on the website.
- Organizing company records, both electronic and physical.
- Managing office inventory and ordering office supplies as necessary.
- Setting up meetings and maintaining IHT organization calendar.
- Coordinate and arrange board meetings including venue, lodging, and meals, distributing agendas, documents, and recording minutes, as well as managing correspondence between the office and board members, consultants, or outside clients.
- Compile invoices for approvals.
- Assist with Trademark Infringement letters and help track royalty receipts
- Manage contact lists

#### **Key Competencies**

- Outstanding organizational skills and ability to work independently
- Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, and PowerPoint, MacBook keynote and pages, Google Suite Calendar, Shared Files, and Docs, Dropbox, Zoom, and WordPress
- Superior communication skills, both written and verbal, as well as excellent reading and comprehension skills and proficiency in proofreading.
- Training will be provided with Client Bookkeeping Service.
- Must be a team player, love history, and Idaho.
- Preference for someone who would be interested in learning and growing with the organization.