

Administrative Coordinator

The Administrative Coordinator carries out a range of administrative duties to support the mission of Victoria Mansion, an historic house museum welcoming 30,000+ annual visitors. The Administrative Coordinator works collaboratively with the Executive Director and other members of the staff in the areas of accounting, record keeping, communications, and database management. The Administrative Coordinator also provides logistical support for museum events.

Position Description

The Administrative Coordinator works in consultation with the Executive Director and other members of the staff to carry out bookkeeping responsibilities including oversight of accounts payable and receivable, deposits, and basic payroll functions; to maintain the museum's constituent management database and generate solicitation and acknowledgement letters; to place orders for office and other supplies; to make minor website updates; to generate reminders and distribute materials for Board and committee meetings; and to maintain institutional records. Like other members of the staff, the Administrative Coordinator may occasionally be called upon to engage with the visiting public.

Key Competencies

- Self-starter with ability to take ownership of projects within scope of duties.
- Ability to work cooperatively with staff, Board, and constituents with tact and diplomacy.
- Commitment to handle private information with confidentiality.
- Attention to accuracy and detail.
- Excellent written and verbal communication skills.
- General comfort with technology, and openness to learn new software and systems.
- Previous bookkeeping experience a plus.
- Ability to tolerate periods of stress.