

**Canajoharie Library and Arkell Museum**  
**Administrative Assistant**  
Part Time Year Round Position

The Administrative Assistant is responsible for maintaining membership records, assisting with facility rentals, bulk mailings, overseeing copier and printer supplies and contracts, ordering general office supplies and assisting the Directors with other office work.

**Responsibilities:**

- Date and distribute incoming mail
- Assists the museum and library directors with bulk mailings
- Maintain and update membership and annual appeal records in the museum database
- Send out acknowledgement letters, membership cards and other acknowledgement materials
- Maintain and update contacts in Constant Contact account
- Provide telephone, mail and e-mail customer service to members and the public as needed
- Assist museum and library directors with the coordination and planning of fund raising activities
- Assist with the implementation of membership events
- Order and maintain office supplies
- Oversee office equipment repairs and orders
- Manage office supply and equipment budget
- Manage and coordinate rental agreements, rental setups and payments
- Assist with Rights & Reproduction requests and booking of group museum tours
- Assist directors with board packets and mailings
- Occasionally take minutes at meetings
- Assist directors with grant applications
- Organize and maintain administrative computer files, paper files, and notebooks
- Provide administrative support to the directors including photocopying and errands

**Requirements:**

- Associates degree with four years of related work experience or a Bachelor's degree
- Excellent computer skills including proficiency with MS Office Suite and experience with mail merges and queries using Access and Excel. Experience with membership software a plus.
- Ability to perform internet and library research.
- Must possess a keen attention to detail and a commitment to high quality work
- Excellent organizational and follow-through skills, ability to multi-task, prioritize and work under deadlines
- Solid communication (both verbal and written) skills
- Ability to maintain strict confidentiality and communicate in a professional manner with board, staff, funders and members
- Experience in a museum, library or non-profit organization a plus
- Experience working with non-profit membership mailings and/or annual appeals a plus

Reports to Museum Director, works with both museum and library directors on a daily basis.

Physical Demands: Required to walk, sit and occasionally lift/and or move up to 25 pounds.

**Apply to position by sending a cover letter and résumé to [info@arkellmuseum.org](mailto:info@arkellmuseum.org) or mail to: Human Resources, Arkell Museum, 2 Erie Blvd, Canajoharie, NY 13317**