



Kenosha County Historical Society

Office Coordinator

Summary:

The Kenosha County Historical Society (KCHS) is seeking a part-time Office Coordinator. KCHS was founded in 1878 and currently operates the Kenosha History Center and Southport Light Station Museum in downtown Kenosha, WI. Our mission is to collect and preserve Kenosha County's history through education, programs and exhibits.

The Office Coordinator is responsible for performing a number of administrative support and customer service tasks to ensure efficient operation of the Kenosha History Center front office and gift shop.

The ideal candidate is organized, has excellent communication, planning, and customer service skills. The Office Coordinator reports to the Executive Director.

Essential Responsibilities:

- Answering phone calls, emails, and transferring requests as appropriate.
- Greeting customers and visitors to the museum and connecting them with the right museum staff members when necessary.
- Filing and organizing records, invoices, and other important documentation.
- Scheduling and coordinating tours to the museum campus.
- Managing ongoing memorial programs.
- Monitoring and ordering inventory for the museum gift shop.
- Collecting, filing, and organizing office documents.
- Assisting with accounts payable and accounts receivable, including simple bookkeeping and banking tasks.
- Participating in special projects as assigned by Executive Director.

Minimum Qualifications:

- High school diploma or GED.
- Three or more years of significant office support and administrative experience required; museum or non-profit office experience is preferred.
- Demonstrated capacity to coordinate and manage multiple, often complicated, concurrent projects.
- Experience with QuickBooks is preferred.

Skills and Abilities:

- Excellent verbal and written communication skills.
- Anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.
- Strong interpersonal skills to interact positively with all visitors, employees, and vendors.
- A positive, upbeat, friendly, and respectful attitude towards co-workers, donors, volunteers, and the public. Tactful in working with others.
- Highly organized, attentive to detail, and driven to make continual improvements. Troubleshoot challenges and find solutions to administrative and clerical issues.
- Prioritize tasks and gracefully handle routine interruptions.
- Work as part of a team, as well as take initiative and work independently as needed.
- Exhibit good judgment and discretion in handling confidential and sensitive information.
- Willingness to run errands and welcome visiting guests.
- Proficiency with technology, including common office applications (Microsoft Office, including Word, Excel, PowerPoint, and Outlook).

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands:* The position requires utilizing a computer for prolonged periods of time and good eye/hand coordination. Position also requires verbal and written conversation with others, as well as standing, walking, bending, climbing, reaching, strenuous lifting/moving objects up to 50 pounds.
- *Work Environment:* Work will mainly be performed in an office environment and museum spaces. Occasional evening and weekend work are required.

Hours and Compensation:

The Office Coordinator position is a part-time position that typically works 20-24 hours a week. Compensation for the position is \$15 per hour. The candidate hired will serve a 6-month probationary period.

Send resume and cover letter to Chris Allen at kchs@kenoshahistorycenter.org.