

Administrative Assistant

Position Type: Part-Time (25 hours a week; Monday – Friday) (Time is flexible based on candidate)

Reports To: Executive Director

Position Summary

The Administrative & Programs Assistant provides comprehensive administrative and operational support to the Executive Director while helping to advance the organization's programs, events, and communications. This role serves as a central point of coordination across multiple initiatives and is responsible for maintaining organization, efficiency, and forward momentum across daily operations.

This position requires a highly organized, proactive individual who can manage multiple priorities, respond to shifting needs, and ensure that tasks and communications are handled effectively. A key function of this role is to support the Executive Director by managing details, tracking priorities, and helping keep day-to-day operations running smoothly.

Key Responsibilities

Executive Support & Administration

- Serve as the primary administrative support for the Executive Director
- Manage and respond to emails and phone inquiries
- Track tasks, deadlines, and priorities to ensure timely follow-through
- Assist with scheduling, calendar coordination, and meeting preparation
- Maintain systems that support efficient daily operations

Membership Management

- Maintain and update membership database
- Process renewals and send reminders
- Manage member communications and basic reporting

Programs & Walking Tours

- Coordinate scheduling and booking for walking tours
- Communicate with tour participants and guides
- Assist with program development logistics and implementation

Event & Festival Coordination

- Support planning and logistics for events, including large-scale festivals
- Track vendor applications and communications
- Maintain timelines, checklists, and documentation

Marketing & Communications (Execution)

- Assist with implementation of marketing initiatives as directed

Administrative Coordination

- Maintain event listings and promotional calendars
- Coordinate with contractors (cleaning, maintenance, etc.)
- Ensure key operational details are tracked and completed

Qualifications

- Strong organizational and multitasking skills
- Excellent written and verbal communication
- Ability to manage multiple projects and shifting priorities
- Proactive, detail-oriented, and dependable
- Experience with administrative systems or databases preferred

Additional Notes

This role is ideal for someone who enjoys creating order, managing details, and supporting leadership in a dynamic environment. A sense of humor and the ability to help maintain a calm, organized workflow in a fast-paced setting are highly valued.

To Apply:

Please forward your resume, as well as a cover letter letting us know why you are the right person for this position!

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