

February 1, 2022



Office Administrator - Stone Harbor Museum

The Stone Harbor Museum is a non-profit corporation established in 1999 with the purpose of preserving and presenting the history of Stone Harbor, NJ. The Museum has a dedicated staff of volunteers including a Board of Trustees and Docents that guide patrons through the Museum experience. Programs are presented on a regular basis that highlight the history of Stone Harbor. We have a membership of over 350 and growing every year.

The Museum is seeking an Office Administrator to work closely with the Board of Trustees to manage the business tasks associated with the Museum.

The ideal candidate will possess a bachelor's degree (in-progress degrees are acceptable) or related experience as well as basic computer skills (e.g., Word, Excel, and Publisher). Proven experience in the ability to plan, design and oversee fund raising campaigns and grant applications is a plus. This position requires a self-starter, with excellent written and verbal skills.

Responsibilities:

- Deposit donations and contributions.
- Respond to mail, phone, and email.
- Arrange for facilities maintenance as needed.
- Maintain an organized filing system.
- Assist in the research and application of grants for the Museum.
- Assist in the online scheduling of Docents.
- Assist in the maintenance of the mailing list database.
- Produce monthly reports for the Board of Trustees.

Qualifications:

- Experience working in an office environment.
- Experience with Microsoft Office suite of products.

Availability:

- Hours are flexible.
- Monthly Board meetings

This is a part-time position (15 hours per week). Salary is \$18.00 per hour and does not include Health or Retirement benefits. **Candidate must be a full-time resident of Cape May County, NJ.** To apply, please email a cover letter indicating why the position interests you and your resume to: directorstoneharbormuseum@gmail.com.