



Office Manager

The Moravian Historical Society seeks an organized and detail oriented Office Manager to assist with the Museum's operations. The Office Manager coordinates programs, events, and related tasks to ensure the Moravian Historical Society functions successfully. Reporting to the Executive Director, the Office Manager will work with the staff and Board of Directors to achieve the overall goals of the organization. In addition to possessing strong administrative skills, the ideal candidate will have a passion for history and enjoy working in the nonprofit museum field.

About the Moravian Historical Society

Founded in 1857, the Moravian Historical Society cares for a historic site with two 18th century structures: the 1740-1743 Whitefield House and the 1740 Gray Cottage, the oldest Moravian structure in North America. The museum, open daily, tells the story of the Moravian contributions to early American history. Recognized widely for its significant collection and historically important 18th century site, MHS shares this fascinating history through a robust schedule of educational programs, guided tours, museum exhibits, and public events.

Key Accountabilities

1. Administration

- a. Greet visitors, respond to emails, answer the phone; direct messages to appropriate staff members.
- a. Book group tours and schedule appropriate staff.
- b. Monitor facilities and purchase supplies.
- c. Manage the Museum Store, including merchandising, inventory control, routine stock management, and other related activities.
- d. Manage invoices, deposits, and financial reporting.
- e. Assist with preparing statistical information for reports.
- f. Manage and organize paper and digital files.

2. Event management:

- a. Help coordinate events including but not limited to: Arts and Crafts Festival, Share the Heritage gala, Christmas in Nazareth, Annual Meeting, monthly lecture series, and other public programs.
- b. Negotiate and coordinate event needs (i.e. entertainment, site, tent, linen, table rentals, etc.) and serve as liaison with outside vendors.
- c. Coordinate supplies for workshops or events and track registration and payment for educational programs, workshops, and events.

3. Fundraising and Development

- a. Maintain and update membership and donor lists.
- b. Send renewal notices for membership and write thank-you letters.
- c. Assist with mailings and fundraising campaigns.

- d. Work with the Executive Director to solicit businesses, MHS constituents, and members of the public to secure in-kind donations and sponsorships for events.
- e. Assist Executive Director with grant applications, management, and reporting.

4. Communications/Marketing

- a. Assist with Social Media accounts, including creating content for Facebook and Instagram.
- b. Assist with Website updates.
- c. Assist with email marketing campaigns.

5. Perform other related duties as directed by the Executive Director.

Skills & Experience

- 2-4 years of administrative experience is required, preferably in a non-profit setting.
- Proficiency with office programs, including spreadsheets, databases, and word processing, is required. Ability to learn new technology programs.
- Experience with websites and social media preferred.
- Knowledge of basic accounting practices is preferred, experience with QuickBooks is desired.
- Experience coordinating events.
- Ability to prioritize and handle multiple projects and deadlines simultaneously; flexibility and excellent time management skills.
- A team player capable of implementing plans in partnership with the Executive Director, Board members, and other key staff and volunteers.
- A strong communicator who can articulate the Moravian Historical Society's mission, programs, and accomplishments to funders, stakeholders, and the community.
- Attention to detail.
- Ability to work independently.
- Able to maintain a high degree of discretion with confidential and sensitive information.

Special Consideration

The Whitefield House Museum is in a historic three story building without air conditioning or an elevator. Various museum-related tasks, including lifting moderate weights and working outside during events, are required.

Reports to: Executive Director
Status: Part-time; no benefits
Compensation: \$16.00 per hour
Schedule: 18 hours per week with evenings and weekends as needed

To apply: Qualified individuals are invited to send a cover letter and resume to director@moravianhistory.org.