



ALASKA ASSOCIATION FOR HISTORIC PRESERVATION, INC.  
AkPreservation@gmail.com – www.AlaskaPreservation.org – (907) 929-9870

### OFFICE ADMINISTRATOR

#### **GENERAL JOB DESCRIPTION**

**Hours:** 20-30 hours weekly; depending on workload

**Rate:** starting at \$18 hourly; depending on experience

**Reports to:** President, Executive Committee, Treasurer

**Location:** AAHP office (420 M St., Anchorage, AK 99501)

**Application Deadline:** When position is filled. **Start Date:** To be determined

#### **JOB DEFINITION**

This position works within the AAHP office and works with its program partners as needed. This position requires the individual to be able to work independent of direct supervision as this is *currently* the only position within AAHP's office. However, the President or board designee will supervise the Office Administrator position. This person is responsible for providing administrative support to the board, program partners, provide customer service, and membership maintenance services for the Corporation. Duties include but are not limited to Corporation program and database system management, assist with fundraising, event planning, general office work, bank deposits, and may oversee the internship program.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following reflects Alaska Association for Historic Preservation's (AAHP) definition of essential functions for this position but does not restrict the tasks that may be assigned. AAHP may assign or reassign duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

#### **INSTITUTIONAL RESPONSIBILITIES**

- Support AAHP's mission, values, vision, and core commitment.
- Strong interface and communication with the AAHP board, AAHP Program chairs, Iditarod Historic Trail Alliance (IHTA), and other agencies or organizations that AAHP partners with or works with.
- Performs other related duties as required and assigned.

#### **DUTIES AND RESPONSIBILITIES**

##### **General Admin Responsibilities**

- Field public inquiries primarily received by telephone or e-mail, referring to the President or Board member(s) as needed.
- Manage formal Corporation partnerships and programs (e.g., assist with grant preparation, submission, and financial and reporting requirements), secretarial duties, and program events. (See AAHP website for more information on current AAHP programs.)
- Maintain Corporation correspondence and financial, program, and operational files and records, electronic, etc.
- Update and maintain Corporation contacts and mailing lists, including email contacts in Excel or Bloomerang.
- Maintain necessary corporation annual insurance renewal and workers compensation audit, biennial corporation licensing, riders for events, and volunteer waivers for AAHP and its partner programs as needed.
- Oversee office and facilities upkeep, purchase supplies, and monitor inventory for expenditure requests.

- Collect mail at post office, open mail promptly, distribute incoming mail as needed; and prepare outgoing mail as needed.
- Draft documents for signature and assist President and/or Board with administrative duties as requested and assigned.
- Attend evening meetings and provide administrative report on AAHP activities. AAHP board meetings are monthly, but program meetings may also occur monthly or irregularly.
- Accurately track hours spent on projects, programs, etc. so that work accomplished for program partners can be documented and billed out.

### **IHTA Duties & Responsibilities**

- AAHP's predominantly supporting program is the Iditarod Historic Trail Alliance (IHTA), which requires administrative duties weighted between September through January that include:
  - attend the monthly board meetings and produce minutes. The board meetings are held on second Tuesday of the month (with one or two exceptions), mid-morning.
  - attend annual meeting and work session, two full days in late November or early December. Prepare materials for the meeting, *assist with registration at the event*, and produce minutes.
  - do mailings (not e-mails) to comply with specific requirements in the IHTA bylaws for notification of members, proxy delivery, and voting for board members at the annual meeting.
  - print and mail or e-mail monthly newsletter to all IHTA members (per their preference). Currently one of the board members produces the content of the newsletter and provides physical CD or *via email*.
  - maintain IHTA website content - specifically, but not limited to, posting the current newsletter, updating content. Currently an assistant in the State Historic Preservation Office (SHPO) does about 50% of this work.
  - extract from database annual renewals (up to four notices) starting September of each year. Print, collate, and mail renewals. There are currently 65 members.
  - receive payments for dues mailed from Seward Post Office Box, enter in database, and batch checks for delivery to IHTA Treasurer for deposit. Send out membership letters on renewals.
  - assist monitoring IHTA e-mail account. Currently an assistant in the SHPO does about 75% of this work.
  - assist IHTA president and other board members in logistics for annual meeting, iTREC! workshops, and other clerical duties as assigned.
  - Other duties as assigned by IHTA president or AAHP president.

### **Membership/Donor Management**

- Working with the Membership Committee, initiate outbound phone calls to AAHP members and potential members for new membership and membership renewal and contributions.
- Oversee membership and donor database management for quality assurance and proper invoicing/receipt.
- Respond to membership renewals or new memberships with appropriate thank you letter and receipt for membership dues. New members should be emailed the most current newsletter.
- Send out renewal notices in November for the coming year.
- Respond to donors with appropriate thank you letter and receipt.
- Assist with publishing AAHP's newsletter. This may include editing the newsletter in Publisher, but will require sending out the newsletter via email and/or by mail. The newsletter is the "voice" of AAHP.

### **Fundraising**

- Assist AAHP and/or board members with raising funds through various events and assist in generating awareness of AAHP need for funds.
- Collect pledges and funds from contributors.
- Record all expenses incurred and contributions received and report to Bookkeeper.
- May solicit cash or in-kind donations or sponsorships from individual, business and others for fundraising events.
- May conduct market surveys in order to obtain information about potential donors or patrons.

- May use scripts that describe the importance of donations, in order to persuade potential donors to donate to AAHP or its programs.
- Assist with making good presentations about AAHP when needed in person or by phone.
- Assist with planning and maintaining volunteers supporting AAHP fundraisers and events.
- Responsible for developing and maintaining good relationship with patrons and supporters

### **Financial Responsibilities**

- The Bookkeeper will be the only one authorized to work within QuickBooks. The only exception is to print checks that the Bookkeeper has set up to be printed.
- Working with the Bookkeeper, maintain accurate Corporate accounting of fees, donations, and other revenue and various program registrations. These programs include, but are not limited to, Pick. Click.Give.; Fred Meyer Community Rewards; and Amazon Smile.
- Deposit all funds (checks, cash, and PayPal income) to the respective bank accounts promptly and forward deposit slips or information in detail to the Bookkeeper.
- Checking with Bookkeeper and Treasurer to pay bills promptly by check or credit card.
- Turn in time sheets to supervisor for approval.
- Print checks as prepared by Bookkeeper in QuickBooks. Writing checks may occur from time to time but only after Bookkeeper has recorded the transaction.
- Forward any potential tax information (mail or email) to Bookkeeper.
- Use of the corporate credit card or debit card is to be used for business use only. The cards are not to be used for personal expenses, ATM withdrawals, or POS cash back. Failing to adhere to this policy will be grounds for immediate dismissal.
- Generate monthly Banking, Expense, and Income reports two days prior to monthly board meetings and send to each board member via email.

### **ADDITIONAL RESPONSIBILITIES**

- Assist in maintaining and/or updating AAHP website as needed.
- May use medias effectively to reach the maximum number of people, both locally and state-wide about AAHP, its programs, and events.
- May assist with posting items to AAHP's Facebook Page and Oscar Anderson House Museum's Facebook page.
- Assist with AAHP special event planning and registration and assist in execution where needed. This includes arranging for the annual meeting, assisting with special fundraising events, etc.
- May assist Oscar Anderson House Museum Manager with brochure inventory, including printing of brochures.
- May assist OAHM Manager with special events.
- Assist and/or coordinate special events with board member or volunteer.

### **SCOPE AND ACCOUNTABILITY**

- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.
- Your interaction may include visitors to the Oscar Anderson House Museum, co-workers, AAHP Board members, Municipality of Anchorage staff, partner agencies and organizations, as well as the general public.
- Have reliable transportation to assist in carrying out the business of AAHP and its programs. Attendance at work *at the office* is an essential function of this position. AAHP reimburses mileage according to the current IRS rates.
- Hours worked will be minimum of 20 hours week/4 hours daily. Additional hours may be available on a case-by-case basis depending on the workload. Hours over 4 days daily must be approved by the President or supervisor.
- There is no health insurance for this position. FMLA can be negotiated.

## **MINIMUM QUALIFICATIONS**

- Demonstrated written and oral communication and organizational skills *with attention to detail*.
- Demonstrated ability to work independently and be self-directed, as well as be an effective team member.
- Minimum two years of clerical or administrative experience.
- Proficiency with Microsoft Office (Word, Excel, and Publisher); Adobe Acrobat; miscellaneous software; familiarity with, or ability to learn basic QuickBooks, membership database software and website programs.
- Available to work daytime shifts and attend infrequent evening and/or weekend meetings as required.
- Knowledge of the principles and methods of marketing and public relations.
- Ability to manage multiple projects simultaneously and to meet deadlines.
- Ability to communicate effectively both orally and in writing; to establish and maintain effective working relationships with co-workers, other agencies and the public; and to maintain professional appearance and demeanor.
- Positive attitude and professional work ethic; prompt and dependable.
- Commitment to the AAHP mission.
- Experience with grant writing, accounting, and reporting is a plus.

## **PREFERRED QUALIFICATIONS**

- Previous non-profit experience preferred; previous involvement in fundraising and event planning a plus.
- Ability to maintain a database system.
- Work independently with minimal supervision but work as a team member.
- Familiarity with grant writing and reporting.
- Interest in Historic Preservation, Alaska history, and/or public education *is a plus*.
- Establish and maintain effective professional relationships with all AAHP stakeholders, including clients, donors, staff, and volunteers.
- Communicate effectively in both oral and written form, with a high attention to detail, accuracy, and in a manner that reflects AAHP's brand.
- Manage multiple projects simultaneously; work well under pressure and to problem-solve.
- Skill in public relations or customer service.
- Exceptional organizational skills; attention to detail.
- Strong verbal and written communication skills.
- Maintain professional appearance at all times.
- Effectively able to communicate the need for fundraising to prospective donors through verbal and written communication.

## **Tools and Equipment Used:**

- Telephone, fax and copy machine, calculator, computer and software programs, and other office equipment.
- Skill in operating a computer and keyboard with reasonable speed and accuracy.

## **Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is required to walk (including upstairs); use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities are required by this job include close vision and the ability to adjust focus.

**Work Environment:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The work environment is in an office setting with confined space shared with other staff. The noise level in the work environment is usually quiet but can be noisy when large numbers of people are present.
- The work environment includes low *and high* level of contact with the general public.
- Occasional evening and/or weekend meetings.

**The Alaska Association for Historic Preservation (AAHP)** is a private, statewide, 501c3 non-profit corporation dedicated to the preservation of Alaska's prehistoric and historic resources through education, promotion, and advocacy. To achieve this mission of historic preservation in Alaska, AAHP maintains several internal and external committees, programs, and partnerships overseen by a Board of Directors and managed by Corporation staff. AAHP adheres to the principle that preservation of the built environment provides a vital link and visible reminder of the past, emphasizing the continuity and diversity of Alaska.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

**To Apply, Submit Resume to:  
Alaska Association for Historic Preservation, Inc.  
PO Box 102205  
Anchorage, Alaska 99510  
or submit via email at: AkPreservation@gmail.com**

**At the time of interview 3-5 letters of reference will be requested  
Background check required prior to offer of employment.**