

The Wagnalls Memorial

Job Description for the Operations Assistant

Job Title: Operations Assistant
Department: Foundation
Supervisor: Executive Director
Status: Part-time, regular

The Operations Assistant is key to the success of The Wagnalls Memorial. The Operations Assistant works closely with the Executive Director and is responsible for supporting Foundation and Library staff fulfilling the primary mission of the Wagnalls Memorial as an educational, cultural and community center for Lithopolis, Bloom Township, and surrounding areas. This position reports directly to the Executive Director. In particular, the duties of the Operations Assistant will include but not be limited to:

Board of Directors Support:

- Acts as recording secretary for all board meetings, typically two times per month, January through November, with potential for special meetings to be called
- Assist the Executive Director and Accountant maintain Foundation records both in physical files and digitally
- Assist the Executive Director in administering the scholarships held by the Wagnalls Memorial including promotion, communication with area high schools and applicants, scheduling and keeping records for the Scholarship Selection Committee, and maintaining scholarship records

Public Relations and Marketing:

- Maintain the foundation webpages and social media including promotion of events of the Foundation, the Wagnalls Community Theater, or events of local interest that the Wagnalls Memorial is supporting
- Program digital sign balancing promotion of Foundation, Library, and Wagnalls Community Theater events, and important community campaigns or events
- Maintain the facility calendar for Foundation, Library, and Wagnalls Community Theater events as well as room reservations.
- Promote the availability of room reservations, maintain assets for marketing room reservations, schedule and give tours to perspective renters, ensure reservations are complete and accurate, schedule staff set-up and coverage, assist the Foundation Accountant with accurate accounting of reservation receipts, coordinate vendors as needed, supervise event staff covering room reservations
- Assist the Executive Director and committees with scheduling and promotion of Foundation events including fundraisers, concerts, lectures, and art exhibits

Maintenance support:

- Provide clerical support for Maintenance staff keeping maintenance records and ordering supplies

Other:

- Order office supplies as needed
- Order and schedule pick-up of Legacy Bricks, maintain promotional information for Legacy brick program
- Other duties as assigned

Qualifications:

To perform this job successfully, the Operations Assistant should demonstrate competence in the areas listed below. In particular, the knowledge, skill, ability, and attributes of the Operations Assistant should include but not be limited to:

- Strong written and verbal communication skills with a variety of audiences,
- Self-motivated, capable of managing a variety of tasks with different deadlines simultaneously,
- Well organized both with time-keeping and physical space
- Available for evening and weekend hours
- Capable of keeping confidentiality in handling sensitive information,
- Proficient in using the basic set of Microsoft Suite of applications
- Experience with or capable of learning other web-based applications
- Experience working in board or committee meetings
- Able to sit for long periods of time, walk some distance, climb stairs and ladders, carry up to 20 pounds, handle repetitive hand usage, able to tolerate significant periods of screen time, able to hear to use telephone and in meetings to record conversations