



## Position: **ADMINISTRATIVE COORDINATOR**

Preserve Historic Sleeping Bear (PHSB) has been a nonprofit partner of Sleeping Bear Dunes National Lakeshore since 1998. Our mission is to assist the park in preserving and interpreting the historic structures and landscapes, and sharing the heritage of Sleeping Bear for the enrichment of the community and visitors.

Salary: \$17-\$19/HR                      Part time: 24 /hrs. week  
Application deadline: April 30, 2024  
Position Title: Administrative Coordinator

**Purpose:** To provide overall organizational operational support to further our mission and vision of preservation, interpretation, programming and adaptive-use. General duties involve support of: volunteer coordination, preservation projects, programs and events, bookkeeping, graphic design and marketing.

**Location:** PHSB Office at the Port Oneida Heritage Center/Olsen Farm, Sleeping Bear Dunes National Lakeshore. The schedule will have flexibility, including the possibility for some remote work during non-summer months. Casual work environment with passionate board, staff, and volunteers.

### **Summary:**

We are seeking a self-motivated, organized and creative individual to join our team. They will have a passion for our mission and vision; express enthusiasm and energy, to grow with us. They will have demonstrated success in planning, organizing, and implementing programs, projects or strategies. An opportunity to utilize your experience, mature skills, and initiative as well as graphic and marketing skills, and ideally, bookkeeping experience. Independent judgment and problem solving skills are required to plan, prioritize and organize diversified responsibilities. Great opportunity for recent vocational/college grad or retiree to have an impact in implementation of our mission and vision.

### **Responsibilities:**

#### Communication

- Develop and implement Social Media plan
- Website updates
- Submit press releases
- Graphic design
- Advertisements
- Design monthly newsletters

### Program and Event

- Assist in organizing and implement events
- Registration for online tours, classes, programs
- Logistical assistance
- Occasionally moves chairs and boxes for events
- Post events and programs on community calendars

### Admin. Support

- Bookkeeping – accounts payable and receivable; reconciliation
- Mailing lists and mailings
- Recruit, communicate with, and schedule volunteers
- Store point of sale system; inventory; ordering; reconciling; shipping
- Technical support
- Development - donation entry and acknowledgements; assist with grants

### Qualifications:

- Two or four year college degree; or minimum of 2 years' experience in required tasks or related field
- Experienced with social media content creation and scheduling for Facebook, Instagram
- Strong computer, verbal, and writing (and editing) and analytical skills
- Experience with Google Suite/Workspace or Microsoft Office Suite
- Skills in graphic design – experience with Canva, Publisher, or other related programs.
- Website software experience - WordPress a plus
- Willing to work flexible and extra hours including some evenings and weekends
- Ability to juggle many tasks with equilibrium and cheerful disposition
- Ability to work independently and as part of a team
- Maintain a positive attitude and friendly disposition with staff, board, and constituents
- Excellent attention to detail
- Knowledge of, or ability to quickly learn database management software preferred
- Experience working with Quickbooks, a plus
- Strong work ethic and willingness to be hands-on/on-the ground
- Ability to maintain confidentiality and handle sensitive information with discretion
- Vehicle, valid driver's license and insurance for occasional errands
- Strong interest in our national parks, historic preservation, museums, history or nonprofits a plus.

### Reporting:

- The Administrative Coordinator reports directly to the Executive Director.
- Oversees a team of volunteer docents
- Works collaboratively with board committees and Project Coordinator.

## Organizational Responsibilities

- Become familiar with all aspects of PHSB's mission, projects and programs.
- Be an ambassador for PHSB in the community and with volunteers.
- Communicate regular updates to the Executive Director.
- Other responsibilities the Executive Director may assign from time to time.

## Other Requirements:

- Ability for lifting light pieces of supplies or equipment up to 20 pounds
- Ability to regularly navigate a flight of stairs.
- Ability to spend majority of time at a desk on the computer.

Please send your cover letter, resume, writing sample, any design samples, and three professional references by April 30, 2024 to Susan Pocklington, Executive Director at [phsbpark@gmail.com](mailto:phsbpark@gmail.com) or mail to: PHSB, P.O. Box 453, Empire, MI 49630.

*Preserve Historic Sleeping Bear is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.*