



Bainbridge Island Historical Museum

Job Title: Admin Coordinator

Summary:

The Admin Coordinator will implement a variety of clerical tasks to enhance the functionality and internal processes of the Museum. The Coordinator will support the day-to-day operations at the Museum and ensure strong communication with Museum donors.

The Admin Coordinator is a part-time position between 15-20 hours/week based on workflow and season. Rate of pay is \$16/hour.

Essential Duties:

- Manage the Museum while open during some weekday and weekend hours
- Maintain and oversee the Museum's CRM (Donorsnap)
- Write and edit form letters
- Coordinate Museum bulk mailings
- Assist with online giving days (Kitsap Great Give & Give Big Washington)
- Provide internal support for special events
- Track and communicate with business sponsors
- Order and maintain office and building supplies
- Provide excellent customer service to a diverse group of community partners

Qualifications:

- Prior experience working with a CRM database
- Strong organizational skills and attention to detail
- Ability to multi-task, prioritize, and problem solve
- Highly capable in Microsoft Excel, Word, and Publisher
- Excellent written and oral communication skills
- Prior experience working for small business or nonprofit preferred

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To apply for this position, please send a resume and letter of interest to Brianna Kosowitz, Executive Director at brianna@bainbridgehistory.org by **December 31, 2021**.