

Heritage Montgomery

Office Manager

Position Description

Overview

This part-time, up to 20-hour per week position is located in Germantown, MD. Heritage Montgomery is a State and county supported nonprofit, one of 13 State-certified heritage areas overseen by the Maryland Historical Trust. Our organization represents over 40 county parks, museums, and sites highlighting the area's history, culture, and natural resources.

This position supports the agency's mission of preserving and promoting local history, culture, and distinctive natural areas and fostering a sense of stewardship and pride in our community.

Heritage Montgomery provides leadership to our partner sites including technical support, State and county capital and project grants, a Mini-Grant program, and an annual Heritage Days weekend event.

To learn more about Heritage Montgomery please visit www.HeritageMontgomery.org.

Job Description

This position primarily supports the efforts of the Executive Director and Deputy Director by managing the office of a small, very visible, highly professional organization. This includes but is not limited to preparing and transcribing reports, interface with partners, administrative duties, ordering supplies, and keeping inventory.

Additionally, this position manages office materials related to our Mini-Grant program and the Heritage Days event as well as our Facebook outreach and certain website updates.

Required Job Skills

Excellent organizational and interpersonal skills

Detail oriented

Knowledge and use of professional office standards

Excellent knowledge of Macintosh computers and Microsoft Word

Working knowledge of Excel, Powerpoint, Outlook, Gmail, and Facebook

Ability to multi task, self direct, and work well in a seasonally fast-paced environment

Ability to lift 30 lbs., climb stairs, and visit indoor and outdoor sites

Professional and friendly demeanor

Ability to work occasional weekends and evenings

Willingness and ability to learn new skills

Desired Job Skills

Interest in history, culture, and/or nature

Interest in parks, museums, and programs

Interest in marketing, fundraising, social media, and public outreach

Background working in museums or some level of graduate coursework

Pay commensurate with experience.

No phone calls, please send resume and cover letter to
director@heritagemontgomery.org by September 15, 2017.