



JOB POSTING - July 1, 2022
DEADLINE - July 15, 2022
Part-Time Office Assistant - Wistariahurst Museum

Position Summary: The part-time office assistant performs clerical and administrative work for the Wistariahurst Museum. Must have excellent interpersonal skills and be able to communicate in an effective, courteous and patient manner both orally and in writing and in person and on the telephone.

Essential Functions: Provides customer service, answers phone, and communicates information to other employees; Responds to inquiries of the public by phone, email, or in-person; Books program reservations for members of the public; Updates the Wistariahurst website, including the event calendar and social media listings and updates external online calendar listings.; Receives mail, sorts and distributes to appropriate individuals; Files, sorts, and keep records; Assists with reconciliation of petty cash, cash register, payment of expenses, and purchase requisitions, and provides financial information to the Director or Board upon request; Coordinates with office volunteers; Maintains office supplies and printed materials; Assists in general Wistariahurst operations including but not limited to assisting at parties/events. *The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Typical Duties & Responsibilities: Knowledge, skills, and ability required: Must be able to use a personal computer proficiently, including Microsoft Word and Excel. Must be proficient in business English and arithmetic to the high school graduate level. Must be able to maintain accurate clerical records and prepare reports. Requires knowledge of standard office practices and procedures; Ability to communicate effectively orally and in writing with other employees, and the public. Ability to organize time, work independently and accomplish tasks despite frequent interruptions

Knowledge, skills, and abilities preferred: Bilingual English-Spanish; Knowledge of social media.

Experience required: At least one year of experience in general clerical work, including handling money, credit card processing, or basic accounting, or any equivalent combination of education and experience.

Education, certification, licensure, or other similar required: High school graduate or equivalent education.

Supervision: Works under the supervision of the Museum Director and in coordination with the Curator and City Historian.

Job Environment: Job Environment: Work is performed in an office environment. Majority of work is performed in a moderately noisy work environment, with constant interruptions. Frequently subjected to the stress of other individuals and the volume and/or rapidity with which tasks must be accomplished; Work in a historic home could include some exposure to dust and other irritants; Operates computer, printer, calculator, telephone, copier, and other standard office equipment; Makes frequent contact with the public, staff, volunteers, municipal departments, and community organizations; contacts are primarily in person and by telephone, requiring patience and courtesy; Errors could result in considerable adverse public relations for the City and and/or financial repercussions.

Physical Requirements: Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, and other common office objects; the employee must occasionally lift and/or move up to 10 pounds; ability to view computer screens and work with details for extended periods of time; ability to operate a keyboard and calculator at an efficient speed. *The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Hours: Part Time, twenty (20) hours per week, Monday-Friday 10 am - 2 pm (flexible) (occasionally weekends)

Employment status: Regular employment

Fair Labor Standards Act (FLSA) status: Non-Exempt (hourly)

Pay rate: \$17.0237 - \$17.5677 per hour, paid biweekly

Employee Benefits: Health, Dental, Life Insurance and Flexible Spending Account (FSA)

Please send your letter of interest and your resume by email (Personnel@holyoke.org) to Personnel Administrator.

To be posted internally for seven (7) working days in consistent with NAGE - Katie McCoy

The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, martial status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category. Bilingual applicants are especially encouraged to apply.