

# Mennonite Life

## JOB DESCRIPTION

**Title: Program Assistant, 1719 Museum**

**Full Time Equivalent:** 60% (24 hours per week)

**REPORTS TO:** Administrator, 1719 Museum

**Summary:** Supports operations by effectively managing program details and other administrative details. Assists in a variety of ways, including helping to plan and carry out programs and lead museum tours.

### ORGANIZATIONAL EXPECTATIONS:

1.	Supports the mission, vision, and guiding values of Mennonite Life.
2.	Respects the dignity, honor, and diversity of all persons.
3.	Functions as a positive team member.
4.	Demonstrates flexibility and openness to adapting to change.
5.	Ability to see the big picture as well as carefully attend to details.
6.	Friendly professionalism in all communications, with focus on both external and internal customer service.
7.	Excellent computer skills and interest in using technology.
8.	Successfully pass all required child abuse clearances.
9.	Be fully vaccinated against COVID-19 or willing to become so within 30 days.

### REQUIRED QUALIFICATIONS:

1.	Proven office administrative skills, including providing direct customer service to the public.
2.	Experience supporting museum programming and/or special event planning.
3.	Proven high level of computer proficiency, especially with Google suite and Microsoft Office suite of programs.
4.	Demonstrates understanding of the importance of historical accuracy in museum interpretation.
5.	Storytelling skills and comfortable presenting to groups of people in a face-to-face setting.
6.	Interest in local history and its relevance in the broader historical context.

7.	Proactively attentive to safety and risk awareness.
8.	Physical Requirements: Capable of walking and standing, moderate lifting (50 lbs), full use of both hands, frequent bending, able to climb a ladder.
<b>ESSENTIAL DUTIES / RESPONSIBILITIES:</b>	
1.	Manage schedule to ensure museum tours and events are appropriately staffed by coordinating and confirming staff and volunteers.
2.	Respond to customer inquiries by phone, email, or in-person.
3.	Lead public tours of the museum.
4.	Work closely with the museum Administrator to plan, stage, staff, and market special events and programs.
5.	Manage or support administrative tasks such as scheduling field trips, processing mail, confirming documentation of bank deposits and credit card receipts have been properly submitted, etc.
6.	Support museum marketing and fundraising efforts.
7.	Ensure compliance with Mennonite Life branding standards.
8.	Other duties as assigned.

Benefits: Paid Time Off available: Vacation Time (4 days annually) & Sick Time (up to 12 days annually). Employee tax-free contributions to retirement plan.

Pay: \$18 per hour

May 2022