



PEERLESS ROCKVILLE

History | Preservation | Education

Peerless Rockville is an award-winning historic preservation nonprofit founded in 1974 with the mission to preserve buildings, objects, and information important to Rockville's heritage. Peerless Rockville advances its goals through education, example, advocacy, and community involvement.

www.PeerlessRockville.org

ADMINISTRATIVE COORDINATOR (PART-TIME) PEERLESS ROCKVILLE HISTORIC PRESERVATION, ROCKVILLE, MD

Community-based history and historic preservation nonprofit, seeks an administrative coordinator to support the daily activities and programmatic elements of the organization. The successful candidate will serve as an integral part of our team and work to advance the organization's mission through a variety of administrative and communications tasks under the direction of the executive director. This position is located in the historic Red Brick Courthouse, 29 Courthouse Square, in Rockville, MD.

The ideal candidate will be an organized, enthusiastic, and independent worker with strong writing and interpersonal skills and ready to embrace the challenges of working for a small nonprofit

JOB TITLE: ADMINISTRATIVE COORDINATOR

DUTIES & RESPONSIBILITIES:

ADMINISTRATION

- Organize and maintain paper and digital office filing systems and records.
- Monitor and maintain basic office supplies and equipment.
- Represent the organization in contact with membership and the public.
- Maintain databases for membership and events and manage member relations.
- Assist in the preparation of quarterly and annual reports.
- Coordinate and provide technical assistance to volunteers.
- Support and attend Peerless Rockville educational programs and events.
- Process and track event registrations, donations, member renewals, and acknowledgments.

COMMUNICATION:

- Answer and direct visitor inquiries in person, phone, email.
- Manage and maintain website content and updates.
- Prepare and coordinate publicity including letters, news releases, e-newsletters and social media with guidance.
- With staff, develop and coordinate promotional materials for programs and fundraising.
- Manage external communications, newsletter mailings, bulk mailings, and shipping

OTHER:

- Manage small museum gift shop to include inventory control, purchasing, and sales.
- Facilitate public use and access to research library and archives with the assistance of the Collections Manager.
- Work with the executive director to coordinate, implement, and evaluate programs.
- Other duties as assigned

KEY QUALIFICATIONS:**REQUIRED SKILLS & EXPERIENCE**

- Bachelor's degree, or equivalent, in Communications, English, History, Historic Preservation, or related field.
- Proven written and oral communication skills.
- Strong interpersonal, organizational and time-management skills.
- Two years of successful professional experience. (May include intern/volunteer work)
- Proficiency with Microsoft Office, spreadsheets, database applications and basic desktop publishing software.
- Ability to speak, read, and write English fluently.
- Ability to problem solve and work independently.
- Availability to work occasional evenings and weekends.
- Valid driver's license and access to reliable transportation.
- Ability to transport objects and materials up to twenty pounds.

PREFERRED SKILLS & EXPERIENCE

- Experience working with the public and managing volunteers.
- Experience in a nonprofit, history, historic preservation, museum, or government environment.
- WordPress/website maintenance experience.
- Experience with Photoshop, Adobe, Eventbrite
- Experience developing promotional materials such as brochures, newsletters and press releases.
- Knowledge of, or interest in, genealogy, land records, and other historical research and documentation.

OTHER DETAILS:

The Administrative Coordinator has non-exempt status and works part time (20 -24 hours per week) with occasional evening, and weekend hours. Flexible hours with permission. As programs and activities often take place away from the office, access to reliable transportation is required. The starting salary for this position is \$20/hour.

TO APPLY:

Please email your resume, cover letter, and a brief writing sample to Nancy Pickard, Executive Director at director@peerlessrockville.org with subject line: *Administrative Coordinator Position*. Be prepared to share references upon request.