



1210 N Front St., Coos Bay, OR 97420
#541-756-6320 coohistory.org

Position Title: Office Manager

Rate of Pay: \$16 - 19 per hour (DOE), *approx. 24-28 hrs per week*

Reports to: Executive Director

Schedule: Tuesday – Thursday, 8:30 am – 5:00 pm

Salary Classification: [PART-TIME/HOURLY/ NON-EXEMPT]

ABOUT THE COOS COUNTY HISTORICAL SOCIETY

Founded in 1891, the Coos County Historical Society is the second oldest historical society in the State of Oregon. Through our mission and vision, we strive to create a better understanding of life in Coos County and Oregon’s South Coast, past and present, and our place in that life. We want everyone entering our door to feel ownership and to be inspired to share and build community around the museum. Our museum serves three main purposes 1) Education 2) Regional Historic Research and 3) Providing space for the community to gather in one of the most beautiful settings on the Coos Bay Waterfront.

DIVERSITY, EQUITY & INCLUSION

Museums are a vital part of how we tell the stories of who we are, who we’ve been, and how we will live together. They maintain our cultural heritage and teach us about all the ways we are different and the same. Reflecting the diversity of that heritage is a critical part of the Coos County Historical Society and the Coos History Museum’s work. We work towards highlighting diversity, equity, and inclusion as key focus areas in our strategic priorities and educational programming. Inclusion is how we move toward our equity goal, and diversity describes the breadth of our experiences and perspectives.

POSITION SUMMARY

Coos History Museum seeks an outgoing, detail-oriented individual for the role of **Office Manager**. This fast-paced and multi-faceted opportunity involves bookkeeping and assisting with all operational and administrative tasks as delegated or assigned by the Executive Director.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Bookkeeping and Business Operations

- Document, process, file, and reconcile all financial transactions including the retail store and space rental contracts through QuickBooks Online.
- Payroll and hiring related tasks [data entry, reports, State/Federal tax and law compliance].
- Account reconciliation and implementation of the CHM budget.
- Generate invoices, accept payments, secures deposits for museum services.
- Record keeping and consistently updating the museum’s donor and membership database.
- Create and process business mailing lists and packages [contracts, memberships, bulk mailing].
- Secretarial support through reception, clerical duties, and transcription projects.
- Frequently create reports related to finance, accounting, and project management.
- Arrange, schedule and oversee appointments for different departmental needs including IT, safety, taxes, and building maintenance.
- Compliance with all CHM policies/procedures including all scheduled inspections, reporting, and protocols.
- Assist with the organization and execution of fundraising and development tasks.
- Assistants with the planning and execution of grants, events, and other museum projects.

Other Duties

- Manager On Duty (MOD) as needed; includes opening/closing procedures for the Museum's front desk and Museum Store, managing the register and volunteers, assisting customers and processing sales.
- Assist with museum store budgeting, pricing, ordering and inventory through retail POS system.
- Receive and process reservations for tour groups, events, and programs as needed.
- Assist with rental event setup and rental customer service as needed.
- Advertising and website updating assistance.
- Other duties as assigned by the Executive Director.

EDUCATION REQUIREMENTS:

- Associate degree or higher in business, bookkeeping, office administration or related studies.
- At least three years of office management, bookkeeping, or related experience.
- Experience with QuickBooks Online required.

OTHER EXPERIENCE, SKILLS AND ABILITIES:

- To be considered: Must support CHM mission, vision, and DEI policies.
- Generally accepted accounting principles (GAAP) knowledge and experience.
- Museum or Non-Profit work experience preferred.
- Money handling and/or register experience.
- Strong computer skills including experience with MS Office, Google Suite, Adobe Acrobat.
- Demonstrated teamwork, problem-solving, planning, and project management skills.
- Bookkeeping and record management skills.
- Organized, able to prioritize, and multi-task.
- Attention to detail and high accuracy.

PHYSICAL/MENTAL/ENVIRONMENTAL REQUIREMENTS:

- Demonstrated ability to communicate clearly, effectively, accurately, both orally and in writing.
- Requires extensive sitting with periodic standing and walking.
- Must be able to lift a minimum of 30 pounds.
- Requires significant use of a computer, phone, and general office equipment.
- Needs adequate visual acuity, and ability to grasp and handle objects.
- Requires occasional off-site travel.
- Require attendance at occasional after-hours events.
- Must have reliable transportation.
- Current and valid driver's license.
- Must pass a background check.

BENEFITS:

- Paid Time Off
- Up to ten paid holidays per year
- Free Parking
- Complimentary one-year museum membership
- Ability to attend 5 programs per year free of charge (up to a \$7 ticket value)

The Coos History Museum is an equal-opportunity employer.

To Apply:

Interested applicants should submit a resume and cover letter detailing their background and experience. Please also include two references.

Please submit to:

director@cooshistory.org

Subject Heading for correspondence:

Office Manager Application