



July 2024

**Title:** Administrative Assistant

**Job Type:** Part-time, non-exempt at 24 hours per week

**Reports to:** Executive Director

**Compensation:** \$25 / hour

**Application deadline:** August 23, 2024

**About Preservation Long Island:** Founded in 1948, Preservation Long Island (PLI) is a 501c3 not-for-profit committed to working with Long Islanders to protect, preserve, and celebrate our diverse cultural heritage through advocacy, education, and the stewardship of historic sites and collections. Preservation Long Island oversees four historic properties, owns and interprets collections of material culture from the region, spearheads advocacy for Long Island's historic resources, and produces educational public programs and special events.

## **Key Responsibilities**

### **Office Administration:**

- Maintain office efficiency through monitoring stock and ordering supplies, and liaising with tech contractor and vendors
- Maintain orderly physical and electronic office records
- Collect and distribute mail
- Work with bookkeeper on monitoring incoming invoices and investigating discrepancies
- Record incoming donations in CRM, and additional CRM maintenance as assigned
- Support staff with the coordination of mailing lists and printed materials
- Support program staff with event and program administration, including set-up, break down, and facilitation of hybrid meetings and events
- Serve occasionally as support staff at programs and events
- Answer main-line phone calls and respond to incoming general emails
- Effectively communicate PLI's mission
- Maintain an understanding of and a familiarity with PLI's initiatives and events

### **Board Administration:**

- Work with the Executive Director to prepare and distribute Board and Committee meeting materials
- Assist with the onboarding of new trustees
- Maintain organized institutional board records
- Communicate to the Board important meeting dates and schedule reminders
- Attend quarterly Board Meetings (currently three Saturdays, one Thursday per year), to assist with set up and to take meeting minutes

## **Qualifications**

- At least two years office administrative experience
- Proficiency with Microsoft Office Suite
- Experience with CRM maintenance a plus
- Effective communication skills with team members, management, Board of trustees, and external stakeholders and vendors
- Ethical, confidential handling of sensitive financial, employee, and donor information
- Efficient time management, organizing, and problem-solving abilities
- Pro-active in addressing inefficiencies

## **Terms**

This is a non-exempt part-time position requiring a total of 24 hours per week at a rate of \$25.00 per hour. Benefits include paid sick leave, and paid holiday and vacation time. Health insurance is not included. Hybrid scheduling is available, with two day on site in our Cold Spring office required.

## **How to Apply**

Interested candidates should submit a resume by August 16, 2024 to Elizabeth Abrams at [eabrams@preservationlongisland.org](mailto:eabrams@preservationlongisland.org) with the subject "Office Administrator Application."

Preservation Long Island is an equal opportunity employer that considers all candidates for employment regardless of race, color, sex, age, gender identification, national origin, creed, disability, marital status, sexual orientation, or political affiliation. We thank all applicants for their interest; only those selected for an interview will be contacted.