



PRATT
museum

homer society of
natural history, inc.

**The Pratt Museum announces an opening for:
Administrative Coordinator**

General responsibilities: The Administrative Coordinator is a critical part of our team, working closely with the Executive Director, Finance & Grants Manager, Communications Manager and Senior Educational Engagement Manager. This position provides front-line service to Pratt Museum members, potential members and contributors. Supports an array of administrative functions such as phone inquiries, carrying out mailings, gift acknowledgements, renewals and other vital membership communications. Assists with maintenance and use of the member database, grant application preparation and packets. etc. Supports a variety of special projects.

Specific Duties and Responsibilities:

Communications/Reception: Provide customer service to Pratt Museum members and potential members as central receptionist and through general inquiry phone calls, and emails. Draft correspondence and replies on routine matters.

Membership Services: Answer routine inquiries via phone and email regarding memberships and other customer services. Execute regular mailings/emailings to members and potential members including invoices, donation acknowledgements and new member kits. Promote membership in the Museum.

Database Coordination: Answer inquiries via phone and email regarding membership. Input information into the Pratt Museum database. Generate database reports, enter payments, verify and update database records. Provide additional database management services including but not limited to ongoing file entry and clean up, setting up products and events, producing files for mailings, etc.

Office Coordination: Prepare and distribute incoming and outgoing mail, including bulk mailings, special program/event kits, etc. Order/purchase office supplies, organize storage of supplies. Maintain office files, and common office/project work space.

Finance: Assist Finance & Grants Manager with preparing deposits, preparation of reports, etc.

Meetings, Programs, Events: Assist with outreach, registration, materials production/ mailing and support services for meetings, programs and events including staffing as needed/appropriate. Other projects as assigned.

Pay Range:

This is a half-time position. The pay range is \$16-\$18/hour DOE.

To apply:

Submit resume, cover letter and three professional references to director@prattmuseum.org. Review of applications will begin January 22, 2021 and continue until the position is filled. Anticipated start date is early February.

Qualifications:

The Administrative Coordinator must be a flexible team player, have strong written and oral communication skills as well as strong interpersonal skills. They should have the ability to manage multiple projects with attention to detail and strong organizational skills. Proficiency in Word, Excel, databases and commonly used digital landscape tools. Preferred experience such as work at a nonprofit organization.

