

## **Northern Bedrock Historic Preservation Corps Office Admin Position Description**

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The Office Admin serves as the hub of all Northern Bedrock Historic Preservation Corps (NBHPC) operations, maintaining an awareness of departmental proceedings and disseminating information as required. The Office Admin's main responsibilities include administrative tasks, assisting the Executive Director, assisting program staff with a variety of projects, and assisting in the organization's communications and marketing.

### **Responsibilities**

#### **Administrative**

- Filing and data systems management, both physical and electronic
- Update and maintain contact databases such as Salesforce
- Maintain office calendar and schedule internal and external meetings
- Open and process incoming mail
- Manage and respond to emails within the info and admin email accounts
- Purchase and inventory software and hardware
- Collaborate with staff to install, maintain and troubleshoot the organization's technology
- Educate and provide guidance for the NBHPC team on best practices and organizational procedures

#### **Executive Assistance**

- Maintain and monitor Executive Director's calendar and daily itinerary
- Schedule and communicate internal and external meetings, assisting with meeting preparations as needed
- Assist with follow ups, including internal and external correspondence
- Collect and track Executive Director's expense information
- Serve as an agent of accountability through daily check-in's with the Executive Director
- Provide additional support to the Executive Director as required, including off-site meetings
- Work closely with the Executive Director to manage and track all Board communications
- Schedule, organize and attend quarterly Board meetings and take Board meeting minutes
- Collect, compile and disseminate departmental reports from NBHPC staff prior to quarterly Board meetings

#### **Program Support**

- Provide support to departmental operations as needed
- Complete and track corpsmember onboarding paperwork
- Work closely with the finance team to track expenses and organizational budgets
- Provide human resource support, including new employee on boarding
- Assist with corpsmember communication during the recruitment process and field season
- Work closely with Operations Director to meet AmeriCorps requirements and ensure program compliance

#### **Communications and Marketing**

- Work closely with the Development Director to execute strategic communication and marketing plan
- Develop content for digital and print distribution, including informational materials, press releases, digital newsletters, social media content, and blog posts
- Assist in maintaining and updating the NBHPC website
- Assist with Social Media outreach
- Oversee photo database management, image processing and disbursement