

- Position Title:** Office Assistant
- Goal of Position:** To assist in a variety of duties as a support person to Carver County Historical Society staff
- Possible Duties:**
- Greet visitors to the museum and direct them to the appropriate place (museum, veteran's office, library, or other)
  - Survey visitors and record statistics
  - Answer visitor questions about the building, organization, and general Carver County History
  - Answer phone calls and direct callers to the appropriate staff member or department
  - Assist visitors and record purchases in the museum store and library
  - Assist with organizing bulk mailings, sending faxes, copying and collating materials as needed
  - Assist with board meeting, workshop, and class preparations
  - Provide data entry, typing, filing, and spreadsheet support
  - Update office calendars and other materials as needed
  - Light cleaning of office equipment and kitchen
  - Assist on other projects as negotiated
- Qualifications:**
- Courteous phone manner
  - Welcome greeting and warm smile
  - Ability to work independently with minimal supervision
  - Attentive to detail
  - Reliable and flexible
  - Task-oriented
- Benefits:**
- Learn about Carver County history and support the CCHS mission
  - Opportunity to gain experience in an office setting, word processing, and database programs
  - Play a significant role in helping to address Historical Society patron needs
- Orientation/  
Resources/  
Training:**
- Orientation to the Carver County Historical Society
  - Database, network, and copier training
  - On-site supervision by CCHS staff
  - Project direction provided as needed
- Time Commitment:** Various shifts available Monday through Friday, 8:30–4:30pm and Saturday, 10am–3pm, depending on availability
- Supervisor:** Administrative Assistant