

IOWA CONSERVATION AND PRESERVATION CONSORTIUM

JOB DESCRIPTION

Title: Administrative Assistant

Reports To: ICPC Board of Directors

Summary of Position

The Administrative Assistant provides administrative support to the Board of Directors of the Iowa Conservation and Preservation Consortium (ICPC), a non-profit organization whose mission is to initiate, encourage, and enhance preservation and conservation activities in and among all Iowa repositories and institutions whose collections include a variety of materials such as audio-visuals, microforms, paper-based, and electronically-stored information for the benefit of present and future generations.

This is a part-time position, paid at an hourly rate (\$12-\$14/hour), with a yearly cap of 300 hours. Hours vary month-to-month. Approximately 40-50 hours are anticipated during busy months (April, May, June, December, and January) and 10-20 hours during slower months.

Duties & Responsibilities

Membership:

- Send membership renewal, solicitation, and reminder letters/emails
- Maintain membership database/spreadsheet
- Send thank you letters and receipts for membership
- Maintain ICPC member mailing list and email listserv

Accounting:

- Deposit checks (membership, SOS registration, donations, etc.)
- Mail deposit slips and check copies to Treasurer
- Forward PayPal receipts to Treasurer

Annual Save Our Stuff (SOS) Conference:

- Establish SOS registration system
- Maintain SOS registration list, including dietary restrictions
- Email listserv and/or registrants with details as needed
- Make name badges for participants and presenters
- Prepare SOS folders (with Local Planning Committee)
- Create signage for SOS (with Local Planning Committee)
- Work at the registration table and assist Board with day-of needs

General:

- Maintain and monitor ICPC email address
- Attend ICPC Board Meetings
- Mail/print SOS marketing materials as needed

- Maintain and update ICPC website

Qualifications

- Self-motivated
- Excellent organizational and communication skills
- Attention to detail
- Must own a computer and have strong computer skills, including proficiency in Microsoft Word, Excel, Publisher, and PowerPoint
- Previous experience editing websites, particularly in WordPress, a plus
- Ability to attend ICPC Board Meetings and events around Iowa
- Interest and familiarity with the field of preservation and conservation

Application

To apply, please send a cover letter and resume to iowa.conserveandpreserve@gmail.com by December 19, 2016.