



POSITION: ADMINISTRATIVE SPECIALIST

Reports to: Executive Director

Position Description:

The Administrative Specialist is responsible for supporting the management, operations and efforts of the Friends of Linden Hill, Inc. and its work to sustain, preserve and share the Linden Hill Historic Estate.

- Finance and bookkeeping - 55%
- Administrative and operational assistance - 40%
- Professional development - 5%

The Administrative Specialist is responsible for assisting in day-to-day operations of the Friends of Linden Hill and to ensure the wide array of care and effort for Linden Hill Historic Estate. The Administrative Specialist shall, under the direction of the Executive Director, provide support to the Friends of Linden Hill utilizing available resources to achieve the mission and carry out the vision and goals of the organization.

Requirements:

- Ability to work effectively with supervisor, other staff, professionals, customers, and the general public.
- Knowledge of accounting as related to operating within a budget, receipt of customer payments, sales, bill pay, etc.
- Ability to manage multiple projects, problem solve, prioritize and manage time well, conduct operations without partiality and maintain confidentiality.
- Ability to work non-discriminatorily with people of varying demographics regardless of age, gender, identity, race, religion or any other protected class.
- Ability to work self-directed, with light supervision and maintain a high level of performance.
- Ability to perform clerical tasks, customer service, fundraising and office related operations.
- Highly organized and capable of creating organizational systems that others easily utilize.
- Knowledge of English language, ability to communicate clearly and concisely, both orally and in writing.
- Working knowledge of Microsoft Office Suite. Knowledge of Canva, QuickBooks, social media platforms, etc. is helpful.
- Reliable mode of transportation and valid MN driver's license required.
- Ability to pass a background check and drug screening.

Specific Responsibilities:

Within the limits of the bylaws of the Friends of Linden Hill and the policies established by the Board of Directors, with guidance from the Executive Director, the Administrative Specialist shall work to:

- Financial - 55%
 - Maintain financial awareness of general accounting practices.
 - Aid organization's accounting, manage invoices, payments, and receipts.
 - Assist in financial matters in relation to sales, customer bookings and rental.
- Administrative and Operational Assistance - 40%
 - The Administrative Specialist shall be responsible for ensuring effective day-to-day operations with active participation in office management, including handling general clerical tasks.
 - Assist in managing and ordering equipment and supplies as needed.
 - Provide needed assistance to committees, volunteers, and members.
 - Represent Friends of Linden Hill in meetings, including taking notes and reporting as needed.
 - Assist in ensuring Friends of Linden Hill is providing excellent guest experiences in all areas of hospitality from tours, events, and rental/lodging.
 - Assist the facilitation of restoration and preservation maintenance by reporting damages and deterioration.
 - Assisting in the monitoring and maintaining of site security.
 - Support the fundraising efforts of the Friends of Linden Hill.
- Professional Development - 5%
 - Pursue and complete learning opportunities to gain and strength knowledge in applicable fields.
 - Continued study of specific knowledge of estate history and Friends of Linden Hill.