



Montgomery Preservation, Inc.

Historic Preservation Nonprofit seeks part-time Administrative Coordinator

Montgomery Preservation, Inc. (MPI) is a nonprofit organization founded in 1984 to preserve, protect, and promote Montgomery County, Maryland's architectural heritage and historic landscapes. Through education, assistance, partnerships, and example, MPI fosters understanding and appreciation of local history and historic places. www.montgomerypreservation.org

ADMINISTRATIVE COORDINATOR:

Historic Preservation nonprofit seeks a part-time administrator for one-year contract position to provide basic communications and administrative support to the Board of Directors. Average of 15 hours a week, not to exceed 65 hours per month.

DUTIES AND RESPONSIBILITIES:

COMMUNICATIONS:

- Manage telephone and email inquiries
- Update MPI website, create and maintain social media platforms, prepare and distribute e-news
- With others, write, produce, and distribute MPI newsletter
- Coordinate publicity including news releases, mailings, and other avenues as identified
- Establish relationships with media outlets and community partners to promote the activities of MPI

ADMINISTRATIVE SUPPORT:

- Maintain databases and documents for membership, donations, and events
- Assist treasurer with recording and processing organizational finances, using QuickBooks
- Attend Board meetings
- Attend and assist at major MPI events
- Other duties as assigned

QUALIFICATIONS:

EDUCATION: Minimum of BA in Communications, Business Administration, History, Historic Preservation, English, or equivalent experience.

REQUIRED SKILLS AND EXPERIENCE: Minimum 2 years successful nonprofit experience; excellent writing and communication skills; proficiency in MS Word, Excel, Power Point, Publisher or equivalents and social media platforms; experience with QuickBooks or willing to learn; self-motivated; ability to work independently and utilize superior organizational skills; ability to set priorities and perform under deadline; flexible, creative, enthusiastic; familiarity with Montgomery County is desirable.

SCHEDULE: Organization seeks a one-year commitment. This is primarily a work-from-home position. Hours are flexible.

COMPENSATION: Starting hourly rate is \$20.

TO APPLY: Send cover letter, resume, 2-3 references, and brief writing sample to mpi@montgomerypreservation.org with subject line: *Administrative Coordinator position.*