

## **OSHMMH seeks Administrative Assistant**

The Oregon State Hospital Museum of Mental Health explores the history of mental illness and its treatments through the collections of Oregon's historic State Hospital, formerly known as the Oregon Insane Asylum. The 130-year-old hospital, located on a campus of more than 100 acres, was once used as the filming location for the Academy Award-winning movie *One Flew Over the Cuckoo's Nest*.

The 2,500 square-foot exhibit space, operated by a non-profit organization, offers artifacts, documents, photographs and recordings that share the stories of the people who have lived and worked in the hospital. In addition to diagnostic and treatment equipment, the museum includes artifacts from the Hospital's farms, workshops, tunnels and wards. Interactive technologies encourage multidimensional experiences.

### **Job Purpose**

The Administrative Assistant will ensure the efficient day-to-day operation of the office and support visitor services at the Museum.

### **Primary Duties and Responsibilities**

The Administrative Assistant will perform a wide range of duties including some or all of the following:

#### *Assist with financial management*

- Reconcile cash and credit card receipts to online reports and prepare bank deposits.
- Accumulate invoices, code items to appropriate general ledger/budget items and prepare checks for signature.
- Prepare monthly bank reconciliations for review by Treasurer.
- Accumulate credit card charge receipts, reconcile to monthly statement and code items to appropriate general fund ledger/budget items.
- Enter transactions into QuickBooks and provide supporting documentation for all transactions to Treasurer on a monthly basis.
- Ensure appropriate cash is on hand for Museum operations daily.

#### *Office administration*

- Use computer word processing, spreadsheet, and database software to prepare reports, mailings, and documents.
- Code and file material according to established procedures. Set up new files as necessary.
- Coordinate the maintenance of office equipment and support IT operations.
- Update the Museum's web site and social media sites as directed.
- Update and ensure the accuracy of the organization's client and financial databases.
- Answer general phone inquiries using a professional and courteous manner and direct those requiring the attention of another person.
- Maintain membership records and mail reminders as necessary.
- Reply to general information requests with the accurate information. Distribute materials as necessary.
- Greet clients/suppliers/visitors to the organization in a professional and friendly manner

- Answer incoming general emails and voicemails and forward those necessary to the appropriate person.
- Purchase, receive and store the office supplies ensuring that basic supplies are always available.
- Back-up electronic files using proper procedures.
- Provide secretarial and administrative support to committees and the Board
- Maintain office environment and respond to maintenance and facility requests.

#### *Volunteer Coordination*

- Respond to all inquiries from potential volunteers, send applications
- Process and track all volunteer applications
- Conduct screening interview and submit and track background checks
- Schedule initial interviews with staff or Board
- Train volunteers in emergency protocols
- Participate in recruitment and retention of volunteers
- Work with the Board Volunteer Committee to develop program
- Schedule and coordinate volunteer services. Keep track of volunteer hours and report them monthly.
- Keep volunteer rosters up-to-date and accessible to all volunteers and Board members.
- Provide training to volunteers on cash management systems and POS operations.

#### *Museum Operations*

- Staff Museum on those days when sufficient volunteers are not available.
- Maintain inventory for Museum store.
- Check museum for cleanliness and assign chores as needed.

#### **Qualifications**

- You must pass a background check.
- You must have a valid drivers license, a vehicle and proof of insurance.

#### *Education*

- High School Diploma, Post secondary education in business, computers, or office management is an asset
- Experience working in a non-profit environment is preferred.

#### *Knowledge, skills and abilities*

Proficiency in the use of computer programs for:

- Databases
- Spreadsheets
- Bookkeeping
- E-mail
- Internet, websites, social media
- Word processing

#### *Personal characteristics*

The Administrative Assistant should:

- **Protect privacy:** By working on the Hospital campus and with historic records certain protected and private information may be observed. Patient privacy must be respected.
- **Behave Ethically:** Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and align with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques. Languages in addition to English are an asset.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

#### **Experience**

- 1-3 years experience in an office setting

#### **Working Conditions**

- You will work in an office environment and at the Museum.
- Forty hours a week with flexibility in the hours. You may occasionally be required to work some evening hours.
- \$15.50 an hour.

Send cover letter, resume and three professional references to [oshmuseum@gmail.com](mailto:oshmuseum@gmail.com) before 5 p.m., Friday July 28, 2017.