

African American Museum of Iowa

POSITION DESCRIPTION

Administrative Coordinator

Overview

The Administrative Coordinator provides financial, administrative, and clerical support to the AAMI. This part-time position (approximately 24 hours/week) reports to the Deputy Director. Hours may be scheduled Monday through Friday between 8am and 5pm. This position pays \$15/hour.

Position Impact

The Administrative Coordinator helps ensure the organization runs smoothly by assisting in financial and facilities management, ensuring the generosity of our donors and members is recognized, and helping all patrons have a meaningful experience at the Museum.

Qualifications

Experience in office management, finance/bookkeeping, and customer service and/or two-year college degree preferred. Proficiency in Microsoft Office is required. Database and/or QuickBooks experience preferred. The ideal candidate should be self-directed, possess excellent organizational skills, be outgoing, and dependable. The candidate should be attentive to detail, possess excellent interpersonal skills, and demonstrate an interest in the AAMI's mission.

Responsibilities

- ***Finance and Administration***
 - Accurately process accounts payable transactions including entering invoices and generating checks via QuickBooks.
 - Enter ACH transactions in QuickBooks.
 - Maintain accounts payable and accounts receivable files.
 - Track received payments in the check log and PastPerfect database.
 - Generate membership and donation acknowledgement letters.
 - Assist in maintaining procedures related to accounts payable and receivable.
 - Take prepared deposits to the bank weekly.
- ***Traveling Resource & Facility Rentals***
 - Manage Celebration Hall and Learning Lab rentals including contracts, scheduling, and room setups. *Facility rentals are currently suspended through 2023 due to a renovation project at the AAMI.*
 - Coordinate rentals of Museum's traveling exhibits. This includes scheduling rentals, completing customer contracts, collecting fees, and coordinating shipping or pick up and drop off.
- ***Visitor Services***
 - Oversee front-of-house operations during shifts and provide a high level of customer service to all visitors and customers. This includes supervising volunteers, maintaining up-to-date procedures, and making sales of merchandise, admissions, and memberships. *The front desk and museum store are closed through 2023 due to a renovation project at the AAMI.*
- ***Volunteer Coordination***
 - Receive and distribute incoming volunteer applications.
 - Work with the AAMI team to actively recruit volunteers and fill open positions.

- o Record volunteer hours in the database.
- **Other Duties**
 - o Work with outside vendors, schedule appointments, and assist with repair/maintenance agreements.
 - o Coordinate regular tracking and purchasing of inventory for the museum store, including conducting end-of-year merchandise inventory.
 - o Other duties as assigned

How to Apply

Please send a cover letter, resume, and three references to search@blackiowa.org. This position is open until filled. For more information about the Museum, visit our website at blackiowa.org. Please direct questions to search@blackiowa.org.