



Job Description

Position: Administrative Assistant

Salary: \$50,000-60,000

The Historic House Trust of New York City, Inc. is a non-profit organization founded in 1989 in partnership with NYC Parks for the preservation and promotion of 23 historic house sites owned by New York City and located in public parks.

RESPONSIBILITIES

Provide administrative support to Executive Director and staff members in all aspects of daily office operation, including:

- Management of accounting, payroll and benefits, processing of invoices and deposits.
- Preparing various budget reports;
- Scheduling, preparing and photocopying materials for all Board and committee meetings;
- Maintaining office filing system and environment;
- Board member liaison between organization and Board of Directors and Directors Council members;
- Preparing information packets for quarterly board meetings, drafting minutes at meetings and correspondence.
- Coordinating various mailings in conjunction with program staff including but not limited to quarterly newsletter and year-end appeal;
- Answering phone calls and inquiries;
- Ordering office supplies and maintaining office supply inventory;
- Assist in preparation of annual financial budget;
- Various other administrative duties as required by the Executive Director.

QUALIFICATIONS

The successful candidate will have a Bachelor's Degree or equivalent experience in an office environment, familiarity with general non-profit office protocols and excellent organizational, written, and oral communication skills. Individual must have the ability to multitask, work in a fast-paced environment and interact successfully as part of a small team. Positive attitude is a must. In depth experience with QuickBooks, Microsoft Office (Excel, MS Word) required. Knowledge of Photoshop, Adobe Acrobat, Raisers Edge, social media platforms and an interest in historic preservation a plus. Position offers excellent benefits and great work location in Central Park. NYS driver's license required.

Interested candidates should email cover letter and resume to *Administrative Assistant Search* at hhtjobs@historichousetrust.org . For more information on the Historic House Trust, please visit www.historichousetrust.org.