



VACANCY ANNOUNCEMENT

POSITION TITLE: ADMINISTRATIVE SPECIALIST
CLASSIFICATION: SALARIED-NON-EXEMPT
APPLICATION PERIOD: OPEN UNTIL FILLED
STARTING SALARY: \$33,000.00
SCHEDULE: Must be able to work a flexible schedule including, evenings, weekends, and holidays.

PRINCIPLE FUNCTIONS:

The Administrative Specialist provides administrative support for the day-to-day administration of the Park. The incumbent spends portions of his/her workdays greeting visitors to the Administrative Offices answering and routing incoming calls, communicating on the Park radio network, and performing basic administrative duties. The remaining portion of work time is spent providing support to the budget, finance, accounts payable, accounts receivable, and procurement functions of the Administration department. The Administrative Specialist will also assist in organizing membership and fund raising mailings and processing donations and membership applications. The incumbent also assists other departments and participates in special events as needed, and performs other duties as assigned.

CORE RESPONSIBILITIES (not limited to):

- Accurately prepare and maintain various spreadsheets, charts, or graphs as needed, in a timely manner.
- Maintain office supply records; place and receive supply orders, and break down requisitions into appropriate budget categories for accounting purposes.
- Answer incoming telephone calls and route them to appropriate staff members using professional techniques consistent with outstanding customer service standards.
- Accurately answer frequently asked questions about Park features, operating hours, events, and employment opportunities
- Greet visitors to the reception area and act as the Park's host until visitors are directed to the appropriate staff member
- Draft basic business correspondence for Park staff with minimal errors or need for correction and revision
- Offer general administrative support to Park staff as determined by the Director of Administration
- Maintain the membership and development database and generate all related correspondence
- Assist with fund raising activities and mailings
- Generate daily revenue reports and deposits
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Associates degree in business, accounting, administration or other related field or equivalent experience
- One year experience in an office or administrative environment
- Demonstrate reliable attendance and punctuality

- Maintain a professional appearance in accordance with Park standards
- Computer proficiency – Microsoft Office, Adobe, OneDrive
- Valid Driver's License
- Reliable Transportation

PREFERRED QUALIFICATIONS:

- Bachelor's degree in business, or related field
- Three to five years' experience in an office or administrative environment
- Experience with PastPerfect Museum Software
- Microsoft certification

TO APPLY:

Submit a completed Pamplin Historical Park application form and a narrative statement of no less than two full paragraphs addressing your qualifications and reason for applying for this position.

Additional materials may be included at the applicant's discretion; however, the Park does not guarantee the return of any application materials. Highly qualified applicants will be interviewed by phone. The best candidates will be invited to participate in a personal interview at the Park at their own expense.

All applicants will receive confirmation upon receipt of their application via e-mail. Applicants wishing to check the status of their application or withdraw their name for consideration should notify the Director of Administration via e-mail at ajones@pamplinpark.org.

To obtain an application form, log on to www.pamplinpark.org/employment/application. There, you can fill out the on-line form or download and complete the application in PDF form.

All completed applications and materials should be submitted to:

Pamplin Historical Park
Attn: Amanda Jones
Director of Administration
6125 Boydton Plank Road
North Dinwiddie, VA 23803

-or-

Emailed to:
ajones@pamplinpark.org

-or-

Faxed to:
804-861-2820

Pamplin Historical Park is a nonprofit 501(c)3 organization operating a 424-acre campus in Dinwiddie County, Virginia, six miles from Petersburg and 31 miles south of Richmond. The Park contains museums, four historic homes, features and extensive costumed interpretive program, and preserves the site of a major Civil War battlefield.