



712 W 2nd Street Davenport, IA 52802 | 563-322-8844 | www.gahc.org | info@gahc.org

The German American Heritage Center and Museum in Davenport, Iowa seeks an Administrative Assistant to support the goals and mission of the museum by performing duties including, but not limited to, providing administrative support, managing membership database and mailings, coordinating events and rentals, and working on special projects.

Title: Administrative Assistant

Reports to: Executive Director

Status: Part-time 15 hours/week, flexible scheduling, weekend availability

Compensation: \$16/hour

Benefits: 1 week vacation

Key Responsibilities & Duties:

- Update and manage member/donor software; data entry
- Mail membership correspondence and renewals
- Organize accounts payable for bookkeeper
- Coordinate rentals of 4th floor event space
- Keep inventory and order office supplies
- Organize and maintain filing system

Additional Duties:

- Add membership content to quarterly newsletter
- Add emails to database
- Assist staff in organizing meetings
- Assist with facility rentals, set up, and tear down of event space
- Assist with event registration and ticket sales
- Assist in the gift shop and at the front desk
- Answering and directing phone calls and emails
- Represent GAHC+M at community events
- Other projects as needed

Minimum Qualifications: Experience in an office setting

Knowledge, Skills, and Abilities:

- Positive, professional, and personable demeanor
- Ability to work independently and as a member of a team
- Demonstrated computer skills and management of database systems; including Bloomerang, Canva, Google Drive, Constant Contact, Sign Up, MS Office, WordPress, etc.

- Knowledge of museum best practices and industry standards
- Ability to prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- Keen attention to detail
- Creative problem solving
- Capacity to exercise sound independent judgment within areas of responsibility
- Excellent communication skills
- Ability to work weekends and some evenings as needed

Physical Demands and Work Environment: This position requires the ability to do one or more of the following throughout the day: stand, walk, sit, bend, and reach above and below shoulder level. It involves frequent repetitive motion (typing, filing, etc.) This position requires the ability to lift and carry up to 40lbs. The noise level in the work environment is highly variable, from quiet to loud.

About us: The mission of the German American Heritage Center and Museum is to preserve and enrich for present and future generations knowledge of the German immigrant experience and its impact on the American culture. Our focus is cultural programs and immigrant contributions. We reach out to other cultural groups and demonstrate the contributions made by immigrants from many countries and from varied backgrounds to the ethnic palette which is the United States. Today GAHC+M, a National Historic Site, has evolved into a museum that includes a large permanent exhibit and two rotating special exhibits, an orientation theater, six education stations, and two restored hotel rooms. Visitors enjoy an interactive experience learning about immigrants' journey by sea, train, and foot, to their final destination at the German American Heritage Center building, which was originally a very busy hotel for thousands of immigrants in the 1860s. The museum also provides educational programs, workshops and classes relating to the German American experience and culture; Assists in the coordination of festivals to foster an understanding of German American heritage; provides for cultural exchange through genealogy workshops and production of cultural presentations to the public; and partners with other heritage groups on programs, exhibits, and events.

To Apply: Send a cover letter, resume, and references to: Brian Allen at brian@gahc.org

Use the position title as the subject to the email.

Applications will be accepted until the position is filled.

The German American Heritage Center and Museum does not discriminate based on race, color, religion, gender, gender expression, age, national origin, disability, marital status, or sexual orientation, in any of its activities or operations.