



Norwell Historical Society Part-time Administrative Consultant position

The Norwell Historical Society is a non-profit organization whose mission is to discover, preserve, and celebrate Norwell history through stewardship, education, and awareness—engaging our community to be vested in our town’s storied past. The Society is looking for a part-time Administrative Consultant who can work with our strong, historically knowledgeable Board of Directors to increase community engagement and coordinate fundraising efforts.

Proposed job details:

- Part-time (up to 10 hours/week average)
- Proposed hourly billable rate: \$25/hour
- Report to the president of the Society and the Board of Directors

The Norwell Historical Society Administrative Consultant will:

- brainstorm and suggest new, exciting events for the Society (annual goal of 6 total events/year)
- act as the administrative contact for all events and coordinate general event tasks
- provide program and event support, including marketing and registration
- maintain contact/donor database and mailing list with current information
- log membership information and send donor acknowledgements
- receive email inquiries from members and coordinate responses with Board members
- coordinate fundraising appeals (2/year)
- oversee bulk mailings: newsletters (5/year), invitations (2/year), fundraising appeals (2/year)
- oversee merchandise sales and subsequent mailing/delivery (~2/month)
- assist with website maintenance
- coordinate the collection of newsletter items and articles
- solicit content and post on social media (weekly)
- communicate with the Society Archivist regarding volunteer needs and Archives support
- oversee cleaning, opening, and tours of the Jacobs Farmhouse Museum
- provide administrative support for the monthly Board of Directors’ meetings

Qualifications:

- Bachelor’s degree preferred
- Technology-savvy with a strong working knowledge of Microsoft Office, Sign-up Genius, and social media platforms
- Strong organizational skills with great attention to detail
- Strong multi-tasking, prioritizing, and time management skills
- Must be able to work independently and as part of a team to complete regular tasks on time
- Excellent written and verbal communication skills and strong interpersonal skills
- Flexibility and availability for odd-hours work (occasional weekends and evenings)
- Experience in event planning