Telling the Story...
HERITAGE STATION
The Umatilla County Historical Society Museum

Administrative Assistant

The Umatilla County Historical Society is a 501 c (3) private non-profit. We are seeking an organized and outgoing individual to fill the administrative position that directly supports the historical society office and museum programming.

Key responsibilities:

- Answering phones and greeting visitors.
- Scheduling appointments and maintaining calendars.
- Preparing communications such as memos, emails, invoices, or reports.
- Writing and editing letters, reports, society publications, and instructional documents.
- Creating and maintaining electronic and physical filing systems.
- Performing data entry and analysis.
- Assisting with programming & event planning, implementation, marketing, and coordination.
- Maintaining office supply inventory.
- Provide backup to the front desk & gift shop.
- Manage the research library access.
- Other duties as assigned.

Requirements:

- Associate degree and/or good, solid work experience that has utilized some of the skill sets required. Museum or cultural industry experience a plus.
- Well-developed interpersonal, organizational, customer service skills.
- Well-developed writing skills such as formal letters and emails.
- Strong computer skills; must be familiar with Microsoft Office products.
- Demonstrated attentiveness to detail.
- UCHS has a strong commitment to ensure our space is a safe environment for all visitors. Due to the nature of our programming, applicants must be able to pass a criminal background check.

Hours are Tuesday-Saturday, 9:30am to 4:30pm when the museum is open (March-December) and Monday-Friday, 9am to 4pm when the museum is closed (January & February).

Please send cover letter and resume to director@heritagestationmuseum.org
No calls please. Position open until filled.

*Applications created using AI will not be accepted.