



**Far West Heritage Association/Patrick Ranch Museum
Marketing and Administrative Assistant**

Location:

Patrick Ranch Museum
10381 Midway
Durham, CA 95938

The Far West Heritage Association Office is located on the Patrick Ranch Museum, midway between Durham and Chico. The Patrick Ranch Museum is dedicated to enhancing people's understanding and appreciation of our community's rich agricultural heritage through the presentation of its collection, rotating exhibits, and interpretive displays. The Museum is home to the 1877 Glenwood Farmhouse, Visitor Center, and Gift Shop, as well as multiple barns, a priceless collection of artifacts, and is 28 beautiful acres. The Assistant will work with 4 part-time staff and volunteers to provide services to the community.

Position Summary

Under general supervision of the President of the Far West Heritage Association Board of Directors, the Administrative Assistant is responsible for providing administrative and clerical services, bookkeeping, and marketing services to ensure the operations of the Association are maintained in an effective and efficient manner. The Assistant will also provide support to volunteers and Director and staff of Patrick Ranch Museum. There are also opportunities to volunteer at Museum events.

Duties and Responsibilities:

Office Management –Perform general office management duties:

- Answers telephone, routes calls, takes messages, and provides general information
- Perform variety of routine typing assignments as appropriate to the position; enter data, type letters and other materials
- Obtain mail from Durham post office and distribute accordingly
- Manage the inventory of office supplies
- Process payroll, sales tax and 1099's
- Assist with updating and keeping accurate artifact records in PastPerfect
- Assist with volunteer and member newsletter

Finance/Accounts Payable:

- Ensure accurate and timely input, processing, and posting of invoices and generate accounts payable checks
- Ensure accurate and timely preparation of check processing
- Manage accounts; prepare and make bank deposits
- Balance Stripe and Intuit credit card transactions and input into Quickbooks software
- Maintain accurate books using Quickbooks software

Board of Directors coordination:

- Compile agenda packets (including P&L and balance sheet) for the Board of Directors

- Attend Board meetings; record and maintain the official public and closed session proceedings
- Maintain permanent files for Association

Marketing:

- Maintain database of members, donors and sponsors in PastPerfect software
- Assist with development of promotional materials
- Assist with managing and expanding membership and donor programs
- Maintain Association social media platforms (website, Facebook page, Instagram, etc.)

Other:

- Perform other assignments requested by volunteers or Board members to achieve Association goals

Work Schedule

- 20 hours a week, 4 hours a day.
- Monday through Friday, 8:30 – 12:30.
- Occasional events and Far West Heritage Association Board meeting held in the evening on the second Wednesday of each month.

Salary

\$16.00/hour

Physical Demands and Work Environment

- Work is primarily performed on-site at the Far West Heritage Association Office located at the Patrick Ranch Museum.
- While performing the duties of this job, the incumbent is occasionally required to stand, walk and reach with hands and arms. The incumbent is occasionally required to climb or balance; stoop; bend or kneel. The incumbent must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job includes close vision and the ability to focus.
- The noise level in the work environment is generally quiet.

Qualifications and Experience

Knowledge and proficiency in:

Proficient with MS Word, Excel, Outlook, Publisher, Quickbooks and social media platforms

Working knowledge of office devices and processes

Excellent interpersonal skills with volunteers, fellow team members and public

Ability to:

Communicate clearly and concisely, both orally and in writing

Establish and maintain positive cooperative relationships with visitors, volunteers, Far West Heritage Association Board and staff, the media and community members

Maintain records and prepare reports

Be resourceful and work towards improving efficiency

Education and Experience:

AA degree or above in related field or equivalent combination of education and experience

Minimum of two years' experience in accounts payable/accounting and office procedures

Experienced in managing interactions with Board members
Ability to communicate verbally and in writing in English
Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form
General knowledge of computer usage
Ability to use database software, internet software, e-mail, spreadsheets and word processing software

Conditions of employment

Employment contingent upon drug testing and background check clearance
Possession of a valid California's driver's license and means of getting to employment
Ability and means to travel to sites on a flexible schedule determined by the needs of the program
Drug free and smoke free environment

To Apply:

For information call the Far West Heritage Association Office/Patrick Ranch Museum at 530-892-1525.

Please submit your cover letter outlining how your previous work experience and skills meet our job requirements and why you want to work at the Patrick Ranch Museum and a resume including the names and contact information of three references to: Patrick Ranch Museum, P.O. Box 997, Durham, CA 95938 or email to admin@farwestheritage.org

Closing date: Resumes and cover letters will be accepted until position is filled.

Far West Heritage Association is steward of the Patrick Ranch Museum
[Http://www.patrickranchmuseum.org](http://www.patrickranchmuseum.org)