



14477 Benn's Church Boulevard
Smithfield, VA 23430
(757) 357-3367

Office Assistant Job Description

TITLE: Office Assistant
POSITION: Part-Time, Non-Exempt.
WAGES: \$17 per hour
SCHEDULE: 30 hours per week: Tuesday, Thursday, Friday, and Saturday
BENEFITS: 48 hours of Paid-Time-Off (PTO) and scheduled staff holidays

POSITION DESCRIPTION:

Historic St. Luke's Restoration, doing business as St. Luke's Historic Church & Museum, seeks a highly organized office assistant to assist with daily administrative operations. The office assistant reports directly to the Executive Assistant and works closely with other team members, providing support in a variety of areas. The ideal candidate is a detail-oriented self-starter who possesses excellent organizational and time management skills. The office assistant must also be committed to providing exceptional customer service, both to internal and external customers.

Under the guidance of its Board of Directors, HSLR oversees investment reserves and designated funds in support of ongoing preservation, conservation, and stewardship of the church building, grounds, cemeteries, and collections including artifacts, furnishings, and ephemera, the promotion of Newport Parish and the church buildings history and the early-American pursuit of Religious Freedom and Separation of Church and State through educational events, programs, and initiatives, annually approve, monitor, and assess operational budgets, and undertake capital improvement campaigns to help preserve and improve the 43-acre campus and chief artifact - the 17th century brick church building.

TO QUALIFY:

- Associate's Degree or equivalent experience.
- Candidates must have experience as an office assistant or equivalent experience in a related field.
- Possesses excellent written and verbal communication skills.
- Candidates must demonstrate computer literacy and proficiency in Microsoft Office Suite, Google, and other database systems for office management. Experience in retail store management or related fields is a plus. Adobe Creative Suite is a plus.
- Candidates must be available to work in a fast-paced environment and be self-motivated, with the ability to work independently when required.

TO APPLY:

A complete application package must be submitted via email to the Executive Director, John Ericson, at Jericson@historicstlukes.org. The complete application package includes a Letter of Interest, Resume/CV, and List of three professional references. The applicant will complete and submit an Application for Employment following an initial interview to support the application and consideration process.

PLEASE NOTE:

Historic St. Luke's Restoration is an equal opportunity employer. Applicants and employees are protected from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), national origin or disability (Civil Rights Act, 1964 and Americans with Disabilities Act 1990). Job applicants are screened based on what is presented in the Employment Application, and criminal background checks are performed following prior applicant authorization. All full-time and part-time paid staff of Historic St. Luke's Restoration are required to complete an Application for Employment. All volunteers of Historic St. Luke's Restoration are required to complete an Application for Volunteerism.

RESPONSIBILITIES:

Welcoming visitors and guests as needed. Assisting customers in the gift shop by processing sales and answering questions. Managing daily retail operations by ensuring accuracy in payment processing and handling transactions. Managing incoming telephone calls and other communications, and promptly responding to inquiries. Keeping Guest Registration Forms updated and having copies readily available for guests to complete in the gift shop during their visit. Completed guest registries are collected weekly and entered into the Guest Registry Google Workbook.

Utilizing office equipment such as the photocopier and the computer. Receive and distribute communications; collect and mail correspondence; photocopy documents, etc. Must be comfortable with word processing, data entry, and research tasks. Maintain well-organized filing systems to facilitate smooth and efficient office functions.

Monitor supply levels regularly to know how much inventory is available. Anticipate any supply needs and report shortages. Verify receipt of orders, stock items, and distribute supplies to team members. Help organize and keep common areas clean. Conduct monthly inventories and gather supply requests from staff. Assist the cleaning staff by keeping records of cleaning supplies and creating monthly supply lists.

Collaborate with the Education Department to coordinate volunteer efforts, assisting with scheduling shifts and providing supervision for volunteers. Help with event coordination as necessary, managing event registrations and check-ins, including group tour registrations and scheduling.

Support the Development Coordinator with various tasks, such as organizing and filing documents, processing donations received through the mail, and assisting in the production of mass mailings to enhance outreach efforts.

Assist the Sales & Services Manager in managing gift shop inventory and ordering merchandise. Help process payments for cemetery services and private events, as well as handle filing and prepare portfolio packages for potential clients. Maintain a Google Workbook to record attendance for all monthly tours, shoppers, special events, and private events. Retrieve all ticket sales, complimentary tours, grounds walkers, and shoppers from the Lightspeed Point-of-Sale System and record them in the workbook. Finally, compile all data and enter it into the Sales Manager Report.

Assist the Executive Assistant with the preparation and maintenance of all office Purchase Requests. This includes collecting and writing purchase requests from all St. Luke's Employees. Compile and scan all receipts and invoices to Google Drive, input them into the Tracking table, and send them to the Executive Assistant for review and final processing. Ensure that copies of signed digital documents with receipts and invoices are filed electronically in Google Drive. Keep all employees informed of the progression of their purchase requests.

Performing other general office clerical duties and errands as needed. Reports to the Executive Assistant.