



Preservation Delaware, Inc. Administrator Job Description

POSITION OVERVIEW & SCOPE:

Preservation Delaware, Inc. is looking for a reliable, self-motivated and trustworthy administrator. This position is part-time and an independent contractor (20 hours per month) with flexible hours that reports to the Executive Director. The ideal candidate will be competent in prioritizing and working with little supervision. The duties as listed below include various administrative tasks to support the organization's mission statement.

TERM & JOB TYPE:

1-year | Contract Position

HOURS:

Duties will generally require 20 hours per month; however, each month may require more or less time based on the tasks at hand. Contractor will document hours used for PDI.

DUTIES:

1. Google Suite. Assist with the development and management of PDI's Google Suite account including users, apps, e-mail, groups and other Google Suite functions.
2. Salesforce. Assist with the development and management of the organizations CRM account including data migration, update records, and generating reports.
3. Coffin Garden Vendor Coordination. Manage daily activity with Event vendors and photographer including schedule/calendar and communications.
4. Set and maintain Zoom conference calls and meetings and webinars.
5. Manage phone calls and correspondence (letters, packages etc.) and funnel the inquiry to the appropriate resource.
6. E-mails. Respond to e-mail coming from website inquiries and funnel requests to the appropriate resource.
7. Writing/editing. Provide input to wordsmith PDI communications such as newsletter, social media posts and other marketing materials.

COMPENSATION:

\$25-35 per hour based on experience.

EXPENSES

PDI will reimburse contractor for any out-of-pocket expenses relating to work on behalf of PDI. Out of pocket expenses may include mileage, printing, event expenses, postage, office expenditures, conference fees, memberships, etc. All expenses must be approved in advance by the Executive Director. Contractor will document out of pocket expenses each month and provide a report to account for the expenses.

SKILLS

1. Proven experience as an administrator, professional assistant or relevant role
2. Strong written and verbal skills
3. Excellent organizational skills
4. Knowledge of MS Office, Salesforce and GSuite preferred