**Administrative Assistant: Part-time position (24 hours per week)**

**NON-EXEMPT**

**Hours of work: Tuesday – Thursday, 9:00 a.m. – 5:00 p.m.**

**Hourly rate: $18.00 per hour**

**The Harriton Association**

**Bryn Mawr, PA 19010**

The Harriton Association is a not-for-profit 501 (c) 3 organization. The Association administers historic Harriton House in an agreement with the Township of Lower Merion, which owns the house and adjacent park. The Harriton Association is responsible for the furnishing, interpretation, and maintenance of the house. The Association owns four buildings and associated land within the boundary of Harriton Park: the Bank Barn/Administration Building, Kalbach House (private tenanted residence and classroom space), Smythe House (private tenanted residence) and the Dairy Barn which houses the Association’s popular farm animals.

**POSITION OBJECTIVE:**   
 The Administrative Assistant to the Director works closely with and reports directly to the Executive Director of the Harriton Association. The Administrative Assistant is responsible for managing the weekday general admission to Harriton House, providing clerical and administrative support to the Executive Director of the Association, and conducting public tours of Harriton House as needed. Administrative responsibilities include but are not limited to coordinating the Director’s schedule, answering the telephone, preparing bank deposits, assisting with public programs, and performing routine housekeeping as needed. The Administrative Assistant will also be assigned to work with Harriton Association Board Members on specific projects throughout the year including the annual Harriton Farmstead Fair.

The individual will function as the official greeter for visitors to historic Harriton House and the associated public properties. More specifically, visitors’ services responsibilities include, but are not limited to executing opening and closing procedures for the site, operating the point-of-sale system for credit card purchases, collecting, and recording admission fees. Encouraging visitors to sign up for the Association’s mailing lists. Sharing general information about Harriton House and Association and the organization’s special events and programs and answering patrons’ questions.

**KNOWLEDGE AND SKILLS REQUIRED:**

High school diploma required; some college preferred. Solid experience with Microsoft programs such as Word, Excel, and Publisher a plus. Museum or retail experience is highly desirable, especially experience related to visitors’ services. The ideal candidate must be able to work with a wide variety of museum/park patrons including the elderly and children, always interacting with them in a professional and courteous manner. He/she must also be able to solve problems independently, be a self-starter, be willing to take direction, and above all be willing to learn. Candidates for the position of Administrative Assistant must pass background checks including Pennsylvania Child Abuse Certification. NOTE that training will be provided for administrative aspects of this position as well as for giving tours of Harriton House.

**SALARY AND BENEFITS:**

The position of Administrative Assistant is a part-time hourly position at the rate of $18.00 per hour. Administrative Assistants are encouraged to receive their paychecks via automatic deposit and will be required to register with the Harriton Association’s payroll service to record hours worked and access pay reports.