



## **Job Posting: Administrative Assistant**

### **Job Description:**

The Administrative Assistant will play an important role in the U.S. Capitol Historical Society's operations by implementing daily processes and procedures that ensure internal controls are maintained and technology is put to its best use. Primary responsibilities include facilitating financial processes, managing the Society's service subscriptions, coordinating with the Society's managed-IT service provider, and responding to basic technical troubleshooting needs. The Administrative Assistant, in partnership with the Director of Operations & Scholarship, will help manage the Congressional Portrait Program and other special projects.

The Administrative Assistant will be integral in the following:

- Working with the Director of Operations & Scholarship, managing the financial operations of the Society through detailed recordkeeping and timely reporting.
- Keeping the Society in line with technological best-practices, including by maintaining a healthy and efficient file-sharing system. Assisting all Society staff to use the file sharing system and other technology in the most effective manner possible and responding to all technology support inquiries.
- Coordinating the work and schedules of key volunteers to meet the mission of sharing the Capitol story.
- Meeting the Society's public history mission by helping answer phones and correspondence and greeting visitors.

### **Reports to:**

Director of Operations & Scholarship

### **Key Duties and Expectations:**

- Prepares deposits and payments for biweekly financial processes, maintaining detailed records and abiding by internal controls procedures.
- Regularly evaluates and reports on the technological standing of the Society, in both software and hardware, recommends improvements when necessary, and manages routine best-practices IT processes.
- Coordinates access to and use of various Society subscriptions, including a corporate Zoom account, updating passwords, and maintaining schedules when needed; evaluates and reports on the efficacy of the subscriptions.

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- Responds to basic, technical troubleshooting requests from Society personnel as needed.
- Fields inquiries from Congressional Portrait Program designees, as well as other partners and outside vendors.
- Creates and maintains schedules to ensure that Society staff and volunteers are in place and that program participants receive timely notice of expectations.
- Manages volunteers and interns when assisting with other special projects.

### **Requirements:**

- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office, Excel, and Windows operating systems.
- Experience in file sharing systems, virtual meeting systems (Zoom), and customer relations management systems.
  - Experience in graphic design software or live-streaming systems is a significant plus.
- Responds promptly to all/any needs or inquiries; responds to requests for service and assistance.
- Ability to work some nights and weekends as required for organization-wide events.

### **Ideal Qualities:**

- **Strong communicator.** You are a confident and creative problem solver with the ability to think critically and make informed recommendations for process improvement.
- **Collaborative.** You value a collaborative and inclusive work environment. You respectfully listen to and learn from your peers.
- **Self-starter.** You are highly motivated and organized. You work well independently and easily juggle multiple, detail oriented projects and always meet deadlines.
- **Mission-driven.** You are excited to work on a team committed to civics education and sharing the history of the Capitol and Congress with members and the general public in a manner which inspires “an informed patriotism.”

### **Compensation:**

The Administrative Assistant position offers an annual salary of \$40,000 to \$45,000 with a generous benefits package, including employer-paid health insurance, paid vacation, opportunities for professional development, and more.

**TO APPLY**, please submit your resume and cover letter to Director of Operations & Scholarship Samuel Holliday by email at [SHolliday@uschs.org](mailto:SHolliday@uschs.org) with “Administrative Assistant” in the subject line. **Applications are due by Noon EDT on Monday, July 25, 2022.**