

# **The Historic Preservation Foundation of North Carolina, Inc. dba Preservation North Carolina**

## **Job Description: Office Assistant – Headquarters Office**

The Office Assistant is responsible for providing administrative support to the President, HR & Properties Director, and Headquarters and Regional Office staff; opening and distributing the mail and preparing deposits; facility management; assisting with activities at the Headquarters Office; and volunteer coordination.

### **Essential Functions:**

#### **1. Serve as assistant to President (25%)**

- Manage the President’s calendar, voicemail and email messages, and facilitate communication between the President and staff, board members, and constituents.
- Coordinate Board of Directors meetings including presentations, nametags and meeting materials.
- Produce correspondence for the President, requiring strong attention to detail.
- Coordinate Lobbyist registration and expense reports.

#### **2. Serve as assistant to HR & Properties Director (25%)**

- Assist with Endangered Properties Program tasks including data entry of property owners and inspections into Access database; research ownership changes via online County records and send updates to membership; file property and legal files; track property change approvals.
- Send covenants and photos to Regional Directors and current or prospective owners as requested.
- Coordinate response to e-mails sent to [info@presnc.org](mailto:info@presnc.org) by either forwarding messages to the appropriate person for reply or by replying directly.
- Coordinate and attend meetings and staff conference calls, and take minutes of calls for distribution to staff as requested.
- Notarize legal documents, as necessary, and act as back-up for waivers of right of first refusal and change approval letters.
- Maintain the office’s master calendar and be aware of employee’s activities in order to provide the best possible assistance to constituents.

#### **3. Open and distribute mail and prepare deposits (25%)**

- Prepare, pick up and take out mail and overnight packages on a daily basis.
- Open mail, distribute, and prepare deposits on a daily (or as needed) basis, according to the designated procedure; record deposits in the deposit log.
- Arrange for the accomplishment of these tasks when unavailable.

**4. Provide administrative support to the office's membership, development, marketing, regional offices and outreach functions (20%)**

- Mail membership and properties materials.
- Fill merchandise orders upon receipt of payment and manage merchandise inventory.
- Prepare general correspondence, labels, and envelopes.
- Assist in the sending of occasional faxes received and inform employees when faxes arrive; scan and e-mail faxes received for Regional offices.
- Prepare greeting cards to send to members and employees as appropriate.
- Assist in event planning and research as requested.
- Develop, implement, and maintain general filing systems. Confidentiality is imperative due to the nature of these files.
- Assist staff with basic guidance on office computer systems.
- Collaborate with Volunteer Coordinator for volunteer needs; assist with interns as requested.
- Be courteous to callers and visitors, forwarding them to the appropriate employee or providing assistance, as appropriate.

**5. Facilities management (5%)**

- Coordinate Headquarters lawn and gardening care, routine maintenance, utilities, garbage and pest control services.
- Primary contact for headquarters vendors for postage meter, shipping, and office equipment.
- Ensure adequate office supplies, including postage, are maintained.
- Assist with maintenance of office equipment, including computer network and individual computer stations, in conjunction with IT Consultant and HR & Properties Director.

**Additional Duties and Responsibilities:**

- Assist with other organizational needs such as workshops, special events, and annual conference as needed.
- Other tasks as instructed.

**Work location and schedule:** This is a salaried full-time position (32 to 40 hours per week) at the PNC Headquarters Office in Raleigh. Presence at the Headquarters Office during office hours is required (currently a hybrid of remote and onsite work). PNC's business hours are Monday through Friday from 9:00am to 5:00pm.

**Reports to:** HR & Properties Director

**Qualifications:** At least one year of administrative assistant experience; attention to detail and organizational skills are imperative; excellent oral and written communications skills; willingness to take initiative; personable manner; knowledge of computer systems and data and word processing software including Microsoft Word and Excel. Knowledge of PowerPoint, Access, Publisher and Adobe Photoshop, and interest in historic preservation are a plus. Ability to become a Notary Public required.

Equal opportunity employer