



Administrative Assistant

The Northfield Historical Society is seeking a volunteer Administrative Assistant to assist with a variety of office tasks and correspondence for the museum. The volunteer will work in collaboration with the Executive Director to assist with membership mailings, collections correspondence, organization of bill paying, filing, and creating reports. The position also includes coordinating and scheduling the volunteers for their front desk shifts.

Volunteer Qualifications

- Ability to use email
- Familiarity with Microsoft Word and Excel
- Willingness to work independently as well as part of a team
- Willingness to work with people of all ages
- Excellent writing skills and attention to detail
- Availability to work several hours each week on a consistent basis

To apply, email Cathy Osterman with details of any previous administrative or office work experience as well as your availability. Email may be sent to: osterman@northfieldhistory.org.