



**GENERAL DESCRIPTION:**

The Marketing & Membership Coordinator (MM) will work with the Dakota County Historical Society (DCHS) staff to ensure each historic site is running efficiently and according to the standards set forth by the Board of Trustees. The MM reports to the Associate Director (AD) and Executive Director (ED).

The MM is responsible for ensuring all DCHS events are promoted effectively and efficiently, while working closely with the Site Supervisors (SS) and ED to ensure the event details are set and used for promotional purposes.

**DUTIES AND RESPONSIBILITIES:**

**I. Office Operations (50%)**

- a. Staff the front desk and greet visitors as they enter building, ensuring they sign-in for attendance tracking
- b. Answer the phone, forward calls and take messages as needed
- c. Print mailing labels for all publications and letters
- d. Familiarize yourself with DCHS website and events
- e. Maintain reservation spreadsheets for organization's events
- f. Keep inventory of supplies and stock, while working staff place orders as needed
- g. Prepare and organize bulk mailings
- h. Prepare all required postal paperwork and monitor the bulk mail account to insure that there is enough money to cover postage costs
- i. Prepare and submit payroll data numbers to Dakota County in cooperation with the SS
- j. Record all employee payroll, sick and vacation hours and report this information to the ED and AD as required

**II. Membership & Donor Management (20%)**

- a. Maintain membership records, updating and adding when necessary with the Society's computerized database system
- b. Bill membership dues and mail reminders and renewals
- c. Follow up by sending letters of thanks along with the member's new membership card
- d. Ensure the ED and AD are updated on membership figures and trends

**III. Marketing (10%)**

- a. Work with SS and ED to maintain a calendar of events for the entire organization
- b. Use the calendar to help set up a marketing schedule for advertisements and press releases
- c. Distribute the press releases to the necessary media outlets throughout the county and if required, beyond
- d. Coordinate a press release schedule with ED and if requested by the ED, produce press releases for distribution
- e. Assist SS with maintaining proper attendance and volunteer documentation as required by ED

- f. Update online event calendars for various entities (i.e. Chamber, Newspapers, Media Outlets, etc.)

**Financial (15%)**

- g. Reconcile point of sale transaction deposits
- h. Coordinate cash / check deposits for all three sites and make bank deposits
- i. Assist with recording donor data in database
- j. Complete bookkeeping entries with assistance from AD

**IV. Other (5%)**

- a. Assist in the coordination of special events such as exhibition receptions, volunteer appreciation luncheons, annual meetings, etc.
- b. Perform other duties as requested by the ED or AD

Classification

Non-Exempt (hourly)

Part-time, Average 15 hours/week

Skills and Experience

Minimum Education – High School Diploma

Required – excellent communication & organizational skills; enthusiasm for working with and empowering volunteers

Desired – strong interest in history, ability to be flexible, sense of humor, ability to work with a wide range of personalities, and experience in teaching, or museum interpretation

Compensation

\$10 – 15 / hour

Health Benefits:       None

Flex Time:               None

Unpaid Time Off:       Yes

Work Week

Typically 2-3 days per week

15 hours per week, 52 weeks

Flexible, but will require some evenings & weekends

The deadline to apply is Friday, November 8, 2019.

To apply, please submit a resume and cover letter outlining your qualifications for the position.

Send to: [dakotahistory@co.dakota.mn.us](mailto:dakotahistory@co.dakota.mn.us) and include "Membership & Marketing" in the subject line.

To apply via mail, send to: Matt Carter

Dakota County Historical Society  
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