

## **KMHA Administration Assistant**

### Job Description

Objective: to assist the Kentucky Museum and Heritage Alliance in administrative office support approximately 80-100 hours per year. Flexible hours.

**Membership:** (approx. 2 hrs per month, total 24 hours)

Coordinate with Treasurer to:

- Maintain Membership database
- Track membership renewals and delinquent
- Send out Renewal and delinquent notices
- Send monthly electronic newsletter to members

**Conference:** (approx. 60 hours) (Apr – June)

Work in conjunction with the Vice-President to:

- Track attendee registrations
- Create name badges
- Develop Program, Sessions board, Sponsor Boards and other print needs for the Conference  
Create Sponsor PowerPoint
- Communicate with Sessions Presenters to determine their electronic needs and keep them update on times and location of their presentations
- Man the Conference Registration Table (overnight lodging and mileage to be provided by KMHA)
- Send post-conference survey
- All other duties for conference needs

**Meetings:** (approx. 15 hrs)

- Attend Quarterly meetings. Mileage to be reimbursed by KMHA
- Assist Secretary in typing and distributing minutes and meeting notes.

Candidate must be proficient in Microsoft Office (Excel, Access, Word), PowerPoint, Publisher

Must have personal laptop for use.

Will work from home.

Timesheet to be submitted monthly to Treasurer with documented hours worked.

Will be hired under contract with W1099 status

Hourly wage commensurate with experience

Applicants should send a resume and a cover letter explaining their interest in the position and what they can bring to KMHA to:

Eric Brooks  
KMHA President  
c/o Ashland, the Henry Clay Estate  
120 Sycamore Road  
Lexington, KY 40502  
[ebrooks@henryclay.org](mailto:ebrooks@henryclay.org)

Applications will be considered until the position is filled.