SWEDISH~AMERICAN HISTORICAL SOCIETY

Job Announcement - Part-time Office Manager

Position Summary: The office manager is responsible for the day-to-day operations of the Society, in consultation with the board chair and the treasurer. Main tasks include handling correspondence (print and email), managing the membership database and renewals, financial revenue, mailings, and web-based technology. The office manager is the personal face of the Society to members, potential members, persons contacting the Society for a variety of reasons, and at public events.

Reports to: Executive Committee (Board Chair and Treasurer) of the Swedish-American Historical Society

About the Society: Established in 1948, the Swedish-American Historical Society https://www.swedishamericanhist.org/ is a non-profit organization centrally managed from its office on the campus of North Park University on Chicago's north side. Members (across the United States and internationally) support the Society's mission of studying Swedish emigration, the history and culture of Swedish immigrants and their descendants in North America, and the ongoing history of relations between the United States and Sweden, through research, publications, public programs, and archives.

Hours and Location: Up to 18 hours weekly based on current Society projects and events, averaging 12 hours weekly, On-site at North Park University 60%. Remote 40%. Occasional (twice a year) duties at special public events on evenings and weekends.

Compensation: Starting at $20 hourly.

Essential Responsibilities:

- Promptly receive and respond to all inquiries, including mail, email, and social media messages.
- Manage Society membership database, mailing lists, renewals, and correspondence.
- Responsible for membership mailings, including packaging and mailing books.
- Process book and event sales.
- Process revenue and incoming donations using QuickBooks and drop-off bank deposits.
- Update content on the website as needed and post and update social media accounts weekly.
- Maintain print and digital files and prepare records to transfer to the archives.

- Assist with meetings and special events in coordination with the Program Committee.
- Organize and maintain office operations.
- Other office duties may be assigned.

Essential Qualifications:

- Facility with software applications: MS Office Suite; Google drive and email; ACT!membership database (or similar platform); and Zoom meeting software
- WordPress website editing skills or willingness to be trained
- Proven office management, administrative, or assistant experience
- Attention to detail and accuracy
- Self-motivated
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Excellent time management skills and ability to multitask and prioritize work
- Committed to building strong working relationships and a positive work environment

How to apply: Interested applicants should submit a cover letter and resume in .pdf format to chair@swedishamericanhist.org. The Swedish-American Historical Society is an Equal Opportunity Employer. The position is available immediately and will remain open until filled.