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## **Office Manager**

### **Employer**

Cowley County Historical Society and Museum  
1015 Mansfield St  
Winfield, KS 67156

The Office Manager will oversee the daily operations of The Cowley County Historical Society and Museum. The Administrator works for the Board of Directors and will work with them to complete their committee work and goals. You will be expected to represent the museum in a positive manner to the city and county.

Office Manager duties include but are not limited to the following:

### **Museum Office**

- The Office manager's immediate supervisor shall be the board president. In his/her absence it shall be the Vice President
- Manage communications (Phone, Email, Facebook, YouTube, Website)
- Maintain office files
- Effectively promote the Museum using print, social media, and other platforms.
- Order supplies for the office, museum, bathroom, and kitchen
- Coordinate interns and those needing volunteer hours
- Notify Treasurer of bills received and deposits to be made
- Assist board members on projects as needed

### **Artifacts and History**

- Accept research inquiries and relay to volunteer researchers
- Process accessions forms

### **The Museum**

- Open and close the museum Tuesday through Friday 12:45pm to 4:15pm.
- Greet visitors
- Educate visitors on the museum
- Research and apply for grants as requested by the board

- Assist in preparation for meetings or events hosted at/by the museum
- Empty trash and check dehumidifiers; supervise custodial staff
- Notify infrastructure committee of maintenance needed
- Prepare documents for and attend the CCHSM board meetings

### **Qualifications**

- Interest in Cowley County History
- Self-starter
- Great management and organizational skills
- Excellent written and verbal communication skills
- Able to organize, present and communicate messages effectively
- Strong computer skills
- High interest in community service

### **Preferred Qualifications**

- Grant writing or fundraising experience
- Knowledge of Cowley County history
- Nonprofit experience

### **Employment Details**

Compensation for a normal work week of 17 hours, which encompasses Monday through Friday afternoons. The Manager will also be paid at an hourly rate for additional activities where attendance is approved. Personal Time Off is available after 6 months of employment and approval by the board of directors.

All employees of the museum are considered “at will” employees: that is, by Kansas law, a worker’s employment can be terminated by either the employee or the employer at any time for any reason. Two weeks’ notice will be considered normative.

CCHSM is an equal opportunity employer that does not discriminate based on race, color, creed, religion, national origin, gender, disability, age, veteran status, sexual orientation, gender identity, or political affiliation. The successful candidate will be subject to a criminal background check.

Resumes can be dropped off at the museum:  
1011 Mansfield St  
Winfield, KS 67156

The application below can be completed and dropped off at the museum or emailed to [museumcchsm@gmail.com](mailto:museumcchsm@gmail.com)

Museum Hours:  
Tuesday-Sunday 1 pm - 4 pm