

Tyler County Heritage Society, Inc.  
Heritage Village Museum and Complex  
Job Descriptions

**Position: Secretary (full or Part time)**

**Summary;**

Heritage Village Museum Complex includes the Village, Store, Library, Pickett House Restaurant, Hamm House, Gray House Museum, Cauble House, Big Woods Nature Trail, grounds, and other holdings, referred to collectively as the "Village". The role of Secretary will perform skilled clerical work, and provide general secretarial support to the Director, the Board of Directors, and other department heads, volunteers, and Village membership. The secretary will be responsible for maintaining records and facilitating communications among the Village Board members, staff, volunteers, and Village membership. Be willing to dress in period dress (1840-1920) when needed. This position is ideal for someone who is motivated, able to prioritize work assignments as they come in, and capable of working without supervision.

**Accountability:**

The Secretary shall report to the Director of the Village or, if needed, to the President of the Tyler County Heritage Society.

**Qualifications:**

- High school diploma or GED
- Clerical experience (typing, filing, etc.)
- Knowledge of specific software programs, including Word, Excel, PowerPoint, Facebook, Dreamweaver (a plus)
- Experience in maintaining and prioritizing calendar schedules.
- Ability to work independently
- Friendly and professional demeanor
- Exceptional written and verbal communication skills.
- Experience in bookkeeping, accounting and data processing (a plus)

**Duties & Responsibilities:**

- Maintain general company record systems to uphold accurate files
  - Society Member list
  - Consignment sales records
  - Investment and Bank statements
  - Artifact documentation
  - Donor documentation
- Compose letters, memos, flyers, and emails.
- Screen documents, book meeting events, take messages
- Perform administrative tasks, including filing and photocopying.
- Develop and implement office procedures
- Function as Secretary for the TCHS Board of Directors (non-voting position)
- Assist with Events as needed
- Respond to queries in person, vial telephone or in person as needed

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**Evaluation:**

The Director will evaluate the Secretary's performance annually. The Secretary will prepare a self-evaluation of the degree to which each of the above duties was met in preparation for the annual review.