

**Job Title:** Executive Assistant and Office Coordinator  
**Organization:** Ramsey County Historical Society (RCHS)

**Location:** Landmark Center, St Paul MN

**Position type:** Part-Time, In-Person Position

**Hourly Rate Range:** \$21.00 - \$23.00

**Application Process:**

The Executive Assistant and Office Coordinator position will be open until filled. Applications will be reviewed on a rolling basis; early submission is encouraged. Please email your resume/CV and cover letter with the subject headline “Executive Assistant and Office Coordinator” to [info@rchs.com](mailto:info@rchs.com). **Please follow these instructions when applying; otherwise, your candidacy will not be considered.**

**About Ramsey County Historical Society:**

Ramsey County Historical Society (RCHS) preserves, shares, and interprets the complex, multifaceted histories of Ramsey County through education, collections, research, exhibitions, publishing, and public programs. Guided by our mission, preserving our past, informing our present, and inspiring our future, RCHS connects people of all ages and backgrounds to local history in ways that are accurate, relevant, and inclusive. RCHS operates Gibbs Farm Historic Site, maintains a major research center and archive, publishes the award-winning *Ramsey County History* magazine, and delivers tours and programs that strengthen civic understanding and community connection.

**Executive Assistant and Office Coordinator Position Summary**

The **Executive Assistant and Office Coordinator (Coordinator)** provides essential administrative and operational support to ensure the smooth day-to-day functioning of the Ramsey County Historical Society. This role serves as a key point of contact for the Ramsey County courthouse tour scheduling and the historical society visitors, members, and external partners, while also providing direct support to the Executive Director. The ideal candidate is highly organized, detail-oriented, and able to manage multiple priorities with discretion and professionalism, while supporting the organization’s mission to steward, preserve, and share local history. The Coordinator works collaboratively across departments and locations (Landmark Center and Gibbs Farm Historic Site) to ensure consistent messaging, strong community relationships, and smooth organizational operations.

This position reports directly to the Executive Director and works in partnership with the Ramsey County Historical Society committees, Director of Collections and Exhibits, Director of Gibbs Farm, Gibbs Farm Office Coordinator, and collaborates with the broader team located at both the Landmark Center and Gibbs Farm Historic Site and external contractors.

**Key Responsibilities:**

**Executive Director Support:**

- Manage the Executive Director's calendar, including scheduling meetings, prioritizing commitments, and communication with various stakeholders
- Prepare materials for meetings, including agendas, briefing documents, and committee packets
- Coordinate scheduling staff and committee meetings
- Take meeting notes and track follow-up actions
- Assist with board-related coordination, including scheduling, materials distribution, and communication
- Draft and coordinate correspondence on behalf of the Executive Director as needed
- Handle confidential information with discretion

**Office Coordination:**

- Coordinates courthouse tour schedule with local government, volunteer tour guides, and various visitor group requests, and additional external partners.
- Serve as the first point of contact for visitors, phone inquiries, publication sales, and general correspondence at the Landmark Center office.
- Manage office operations, which includes ordering office supplies and operations records management
- Maintain and update databases, mailing lists, and filing systems for the Landmark Center office
- Collaborate with RCHS team to support communications efforts, including newsletters, donor mailings, courthouse tour volunteers, and RCHS committee members
- Coordinate with staff across departments and locations to ensure efficient operations

**Development and Operation Support**

- Assist the Executive Director with member/donor acknowledgment
- Support basic financial tracking (invoicing, expense logs, or deposits as needed)
- Assist with event coordination, including logistics, registration, and communication

**Qualifications:**

- Associate's degree in administration, business, communications, history, or related field (or equivalent experience).
- Demonstrated experience in administrative, volunteer coordination, executive assistant, and/or office management
- Demonstrated experience managing calendars, scheduling meetings and groups.
- Demonstrated experience with documentation review and creating meeting notes and agendas, including a basic understanding of project management.
- Excellent written and verbal communication skills
- Ability to handle sensitive information with professionalism and discretion
- Demonstrated experience and proficiency in Microsoft Office (Word, Excel, Outlook) and Microsoft Teams.
- Strong organizational and interpersonal skills.

- Demonstrated ability to manage multiple projects and deadlines.
- Demonstrated experience in collaborative approaches with a focus on keeping the entire team updated.

### **Preferred Qualifications**

- Experience working in or with historic sites, archives, or nonprofit organizations.
- Familiarity with executive office communications or membership-based organizations.
- Experience and ability to observe and respond to various people's types of needs within an emergency and/or situations with conflicts (people: youth, adults, and large groups).
- Demonstrated experience in assisting with culturally complex, sensitive, or confidential projects - including a demonstrated ability to listen and deal empathetically with a wide range of people and cultural groups.
- Demonstrated understanding of self-care (and community-care) practices when working with culturally sensitive, complex, and/or confidential projects.
- Understanding diversity, equity, inclusion, access (DEAI), and racial and cultural practices within historic sites and/or non-profits.

### **Work Environment**

- This is an in-person position located at the Landmark Center in Saint Paul, MN.
- Generally, the Coordinator will work a part-time schedule, 20 hours, during regular RCHS business operating hours, Monday-Friday 9:00 – 5:00. Some evening and weekend hours may be offered for special events or seasonal events.
- Active engagement with the public, community partners, vendors, and volunteers is a regular part of the role.
- Noise conditions range from quiet to moderate noise.

### **Compensation**

- Hourly rate of \$21.00 - \$23.00 is commensurate with experience.
- This position includes paid time off, earned sick and safe time, and holiday leave, and a parking stipend if applicable.

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