

SSHSA Administrative Assistant Position Description

Background:

The Steamship Historical Society of America (SSHSA), located in Warwick, Rhode Island. Founded in 1935, the society has grown in size and scope which can be experienced at the Ship History Center, which houses the society's maritime reference library, archives, and exhibits featuring tens of thousands of artifacts and resources. The center is a connecting link where children, families and researchers can learn about ships, passengers and crew, and their roles in US history. Additionally, SSHSA has many digital resources that can be accessed through our website in our online database and virtual museum.

Position Summary:

The Steamship Historical Society of America is seeking an Administrative Assistant to help manage a growing office at the Ship History Center in Warwick, Rhode Island. The successful candidate will be computer savvy with a familiarity with all operations of a modern office environment and data management technologies like Microsoft Office. Experience with DonorPerfect is preferred, but not required. The Administrative Assistant will also interact with volunteers, members and the general public in person and via telephone and email.

Professional Requirements and Preferred Qualifications:

- Have the ability to multi-task with a general understanding of successful business practices and/or experience in non-profit management including composing and proofing correspondences, interpersonal communications and public relations.
- Possess an entrepreneurial spirit and demonstrate a keen sense of appropriateness and the ability to learn and improve.
- Maintain a pleasant, upbeat and optimistic attitude with a good sense of humor.
- A college degree is preferred, but experiences in similar professional settings will also be taken into account

Compensation:

This is a part-time, hourly job with the potential to grow into full-time salaried position. The successful applicant will be given 15 to 25 hours per week to start.

Non-Discrimination Policy:

SSHSA provides equal employment opportunities to all qualified employees and applicants. Their treatment of all employees and applicants shall be without unlawful discrimination as to race, creed, color, national origin, sex, age or handicap in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, lay-off and termination, and all other terms and conditions of employment except as provided by law.

Application Process:

To apply for this position, submit a cover letter and resume to Matthew Schulte, Executive Director, at mschulte@sshhsa.org.