

**Historic Oakland Foundation (HOF) is a 501(c)3 nonprofit founded in 1976 as the “friends of” group for Oakland Cemetery. Our mission is to partner with the City of Atlanta to preserve, restore, enhance, and share Oakland Cemetery with the public as** **an important resource and an island of tranquility in the heart of the city. Oakland Cemetery is a garden oasis, historical repository, cultural resource, leader in restoration, and a southern cultural entity. Learn more at: www.oaklandcemetery.com**

HOF is accepting applications for the role of **Program Assistant and Office Coordinator**. This position provides support for HOF’s public tour program, signature special events, and volunteers, in addition to overseeing daily office operations, managing administrative tasks, and supporting the smooth functioning of our office. The Program Assistant and Office Coordinator reports to the Director of Adult Programs and Volunteers and Senior Director of Finance and Administration.

This will begin as a part-time position and will move to full-time in 2025, with the opening of our new Visitor Center. The successful candidate should anticipate working up to 25 hours most weeks and up to 30 hours during special events through the end of 2024. This role will be 40 hours per week beginning in January 2025. This position will work some weekdays (onsite and/or hybrid) and onsite on Saturdays 9 am – 5 pm, with some additional nights and weekends during special events and programs. When this position becomes full-time in 2025, it will be all onsite.

**Role and Accountabilities**

* Respond to guest questions and inquiries regarding Oakland’s programs and events with a customer-service mindset that embraces HOF’s core values;
* Create and administer event pages for programs, special events, and tours in Veevart, HOF’s Salesforce ticketing platform;
* Support the day-to-day management of Historic Oakland Foundation’s tour program including scheduling tours and volunteer tour guides for the weekly overview and special topic tours, including:
	+ Coordinating private tours; receiving and responding to inquiries, booking tours, and scheduling tour guides;
	+ working with the Director of Marketing and Communications to promote and grow the tour program;
	+ Monitor effectiveness and growth of the Historic Oakland Foundation tour program through surveys and data;
* Assist the Director of Adult Programs and Volunteers in supporting and coordinating onsite logistics before, during, and after special events and programs including set-up, load-in, day of event, load-out, and clean-up; special events including but not limited to Illumine, Run Like Hell 5k, Sunday in the Park ft. Tunes from the Tunes, and Capturing the Spirit of Oakland Halloween tours, including working with outside contractors and vendors and organizing staff and volunteer scheduling;
* Assist in managing and analyzing volunteer data in Salesforce, the membership and volunteer database;
* Provide project coordination support, including organizing and maintaining project files and assisting with documentation
* Establish and maintain procedures for reserving meeting space in the office;
* Maintain office files and workroom area, including monitoring level of supplies and addressing shortages;
* Oversee sorting and sending mail for all departments;
* Answering the main office phone line and receiving guests
* Resolve office-related malfunctions and respond to requests or issues;
* Support the work of the Executive Director and Board, including coordinating meeting logistics
* Occasionally support the Director of Education and Youth Programs in program coordination and implementation;
* Conduct all work through the lens of elevating diversity, equity, inclusion, and access (DEIA), and work proactively to help support the organization through a sustained period of organizational change whereby DEIA becomes the default lens through which all organizational attitudes and actions are conducted;
* Must be available to work evenings and weekends, as needed, to ensure the successful development and implementation of all Historic Oakland Foundation activities, signature special events, and programs.

**Education and Experience**

* High School diploma. An associate or bachelor's degree is preferred.
* 1- 2 years of administrative or assistant experience

**Required Knowledge, Skills, Competencies**

* Exceptional verbal and written communication
* Customer service mindset
* Ability to work independently
* Strong attention to detail
* Experience with Salesforce
* Strong interpersonal skills and ability to work with a diverse group of professionals
* Ability to work within a complex institution with all levels of leadership, staff, volunteers, members, and donors
* Flexible and works well under pressure and deadlines
* Curious, motivated, and willing to self-learn
* Proficiency in Microsoft Office Programs
* Working knowledge of office equipment
* Self-starter with ability to multi-task
* Analytical abilities and aptitude in problem solving
* Must be available to work Saturdays at Oakland Cemetery and additional evening and weekend hours at special events and programs as needed

The person in this position ascends/descends stairs to access office space and resources and may

occasionally lift boxes and equipment up to 20 pounds.

**To Apply:**

Interested applicants should email their letter of interest and resume to swhite@oaklandcemetery.com.

**Position Classification:**

This position is part-time, with an hourly rate between $17.00 - $20.00, commensurate with experience.

**Additional Information:**

The statements contained in this position description are not necessarily all-inclusive; additional duties and responsibilities may be assigned, and requirements may vary from time to time.

Professional business references and a background check will be required for all final applicants selected for a position. In accepting a position, it is understood that continued employment is contingent upon a satisfactory background check. A satisfactory background check is the absence of a criminal record that bears a demonstrable relationship to the applicant/employee’s suitability to perform the required duties and responsibilities of the position.

Historic Oakland Foundation is committed to providing equal employment opportunity to all applicants and employees in full compliance with all state, federal, and local laws prohibiting discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, genetic information, age, disability, or any other status protected by applicable law.

Historic Oakland Foundation is not currently accepting resumes from agencies for this position.