

Urban History Association

Operations & Special Projects Assistant

The Urban History Association is looking for an Operations & Special Projects Assistant to work closely with the Executive Director to help oversee all day-to-day operations of the organization. This is a **one year position** beginning June 1st, 2022 and ending May 31st, 2023. This position is completely remote.

Responsibilities:

- Manage Executive Director's calendar and organize all necessary meetings
- Prepare and distribute materials for necessary meetings, and attend those meetings with executive director
- Aid in the management of the organization's social media accounts, primarily Instagram, to promote UHA news as well as posts from *The Metropole*, the official blog of the UHA
- Aid our webmaster in website design and updates
- Draft the monthly e-newsletter for review by the executive director
- Write and distribute email correspondence between the executive director, board members, UHA committees, and all other UHA members
- Other administrative tasks as assigned by the executive director

Requirements/Skills

- Open and honest communicator with the ability to convey information clearly and diplomatically
- Ability to write formal emails and newsletters with minimal grammatical errors
- Ability to manage multiple projects or tasks simultaneously and deliver work on time
- Comfortable with and able to work independently
- Experience using or basic familiarity with Canva, AirTable, and other web-based tools to create social media content and other graphics needed for the organization
- Desire to learn more about non-profit management

Compensation and Time commitment

- The Operations & Special Projects Assistant is expected to work **15 hours per week**.
- This position is a salaried position with a gross salary of \$18,250 for the year.

To apply or if you have any questions, email a resume and cover letter to amoralez@urbanhistory.org

Equal Opportunity Employer

The Urban History Association is a proud equal opportunity employer. We are committed to diversity and inclusion within the workplace and the organization as a whole. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.