



Part-time administrative and clerical support staff

The Baltimore National Heritage Area (BNHA) is seeking an mature, organized, responsible clerical worker to work part-time in our very small organization. In this position, you will perform a variety of administrative and clerical tasks. Organizational and customer service skills are a must.

Clerical Duties and Responsibilities

- Maintain and update files and database (filing and data-entry), Maintain files containing confidential information.
- Assist staff with filing and preparing files for storage,
- Ability to take detail notes from email and assignment instructions. Transcribe and edit memos and documents.
- Inventory office supplies and catalog brochures.
- Prepare paper copies, faxes, and other documentation.
- Prepare mailings and packages for delivery. Receive mail and packages from USPS, FedEx, UPS, and couriers; deliver mail to the proper recipient. (when necessary)
- Photocopy and scan documents when necessary.
- Some weekends, working with Outreach Manager at festivals and events.
- Self-directed and able to work without supervision.

Experience and Qualifications REQUIRED

- Prior experience working in an office environment.
- High school diploma; associate degree or currently a junior or senior in college.
- experience handling office responsibilities or experience in customer serviced preferred but not required.





1524 Hollins Street, Baltimore, MD 21223 ★ 410.878.6411 ★ ExploreBaltimore.org

- Proficient computer skills, Google Suite, Microsoft Office Suite (Word, PowerPoint, and Excel).
- Highly organized multitasker who works well in a fast-paced environment
- Excellent written and verbal communication skills
- Solid time management skills; able to prioritize.
- Reliable transportation

Part-time position: pay \$20.00 per hour, 25 hours per week maximum. No Insurance benefit offered.

Send resume and at least two personal or business references to sdaniels@baltimoreheritagearea.org no later than April 12, 2024.



"Sankofa ~ Go back and fetch it. We must look back to the past so that we can understand how we became what we are and move forward to a better future."