

## POSITION DESCRIPTION



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**POSITION TITLE:** Programming Assistant

**CREATED:** May 2010

**SUPERVISOR'S TITLE:** Executive Director

**PERFORMANCE REVIEW:** Annual

**STATUS:** Hourly

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### POSITION PURPOSE

The Programming Assistant helps the Executive Director carry out the Blue Grass Trust's membership, public relations, and volunteer efforts. The Programming Assistant maintains the membership database and mailing lists, organizes membership activities and assists with special events and fundraising. The Programming Assistant is also the liaison for the Hunt-Morgan House.

### POSITION ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **ESSENTIAL FUNCTIONS**

##### Historic Properties Efforts

- Provide staff support for the Hunt-Morgan House Committee and facilitate all Hunt-Morgan House Committee meetings.
- Implement volunteer recruitment and training programs.
- Manage the Hunt-Morgan House gift shop inventory.
- Oversee general maintenance of the Hunt-Morgan House.
- Schedule all Hunt-Morgan House rentals and events.
- Assist with the Pope Villa as needed.
- Maintain an up-to-date list of contractors and preservation related professionals for members' reference.

##### Membership and Promotional Efforts

- Serve as staff support for membership committee.
- Actively recruit members for the Membership and Marketing Committees.
- Increase the number of members in the region by helping the Executive Director and the Historic Preservation Specialist to organize member events, such as open houses and annual meetings.
- Help the Executive Director facilitate donor relations in the region and track memberships.
- Send membership reminders and draft thank you letters.
- Maintain and update the membership database.
- Maintain and update mailing lists.
- Seek to promote the Trust and its programs to the region in order to create an ongoing base of volunteer support.
- Attend community events to recruit new Trust members.

##### Plaque Program Efforts

- Expand and actively market the Blue Grass Trust Plaque Program.
- Set and meet monthly goals of adding a certain number of structures to the list.
- Maintain a current list of all structures with a BGT plaque.
- Solicit members from plaque files.

##### Operations

- Provide general staff support by answering phones, attending weekly staff meetings, assisting the Executive Director and other staff members as needed and assisting with basic technology issues that may arise.
- Help maintain the office's building and grounds.

#### **OTHER FUNCTIONS**

- Attend meetings and participate on committees as requested.

- Perform other related duties and responsibilities as directed.

### **EDUCATION AND/OR EXPERIENCE**

To perform this job successfully, an individual must have the following education and/or experience.

- Bachelor's degree or higher.
- One or more years of experience in historic preservation (with a thorough understanding of preservation techniques and principles), community development/organizing, and administration.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to interact and communicate with a variety of people, both on a one-on-one basis and in group settings, including at public-speaking engagements (such as presentations, hearings, and meetings).
- Ability to present ideas and issues in a concise manner understandable to a variety of audiences.
- Excellent diplomatic and negotiation skills; ability to be persuasive.
- Above average writing skills.
- Ability to make independent decisions.
- Proficient computer skills, including working knowledge of Microsoft Word, Excel, Access, and PowerPoint; digital cameras, scanners, and related software; e-mail systems; and Internet browsers.
- Working knowledge of office equipment, including printers, photocopiers, fax machines, and LCD projectors.
- Ability to perform basic math skills, with the ability to apply mathematical concepts to practical situations.
- Organizational and administrative skills.
- Project management skills with detail orientation.
- Ability to multi-task and meet deadlines.
- Above average knowledge of Lexington and surrounding communities.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work a flexible schedule.
- Ability to stand and sit for periods of time and to move intermittently throughout the workday.
- Good speaking and listening skills.
- Ability to perform focused work with close attention to detail.
- Ability to work independently with minimal supervision.
- Ability to operate office equipment, including computers, copiers, fax machines, and phones.
- Ability to interact with others, both in person and through phone, e-mail, and written correspondence.
- This position may require occasional exposure to inclement weather conditions or hot/cold temperatures.
- This position may require working around dirt and dust.
- This position may require travel.
- This position may require driving.
- This position will require evening and weekend work.