



**Job Title:** Admin Assistant

**Position Duties:**

- Manage volunteer schedules on [signup.com](https://signup.com)
- Answer phones, taking reservations for events, process credit cards
- Email event information to registrants
- Conduct tours at Dillon Campus
- Outdoor daily maintenance, watering flowers, pick up trash
- Assist with Farmers Market on Fridays
- Customer service is a top priority in person, phone, and online
- Secure Dillon campus buildings
- Other duties as assigned

**Job Location:** 403 LaBonte St., Dillon, CO 80435

**Starting Salary:** \$18.50 hourly, paid bi-weekly.

10-20 hours per week. Hours can be flexible, vary on Monday-Saturday, 9-5pm  
Workdays and hours may vary due to special events and/or fundraising activities.

**Benefits:** Flexible schedule around work obligations.

**Apply:** Please submit a cover letter and resume to [sally@summithistorical.org](mailto:sally@summithistorical.org)

Open until filled.

Summit Historical Society is a 501c3 member organization.

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