



The mission of ARCH is to advocate for the protection and preservation of historically and culturally significant assets and historic places in Allen County and northeast Indiana.

ARCH, Inc. Program Specialist

Job Description:

ARCH is seeking a full-time Program Specialist. The program specialist is in charge of all aspects of planning, developing and implementing ARCH's community education programs and fundraisers. This includes working with the audience development committee, home tour committee, volunteers, guest speakers, vendors, marketing and advertising firms, radio stations, printers and other businesses as needed. The program specialist is in charge of keeping track of sponsorship donations and budgets for events and programs. Other job duties include general office work such as answering the phone, answering machine, filing, ordering and purchasing supplies for the office and events, making copies, sending faxes, assisting visitors, etc. The program specialist is also in charge of maintaining ARCH membership files in Past Perfect software. This includes entering membership donations in the database, printing membership thank you letters and cards, and sending out renewal letters. The program specialist is in charge of maintaining all office files and archives; including accessioning and cataloging the collection into Past Perfect software. The program specialist will also assist ARCH staff on other projects as assigned by the executive director.

Must be available to attend evening and weekend events and meetings on and off-site.

Requirements:

- Thorough knowledge of Microsoft Office, Past Perfect, Vertical Response and WordPress
- Experience with event planning and educational programming
- Strong organizational and administrative skills
- Strong customer service and communication skills
- Valid Indiana's Driver's License
- College degree preferred

Send resume and cover letter to:

Jill McDevitt, Executive Director, jmcdevitt@archfw.org