



BEAVER ISLAND IRISH HERITAGE GROUP JOB POSTING **Contracted Administrative Assistant/Bookkeeper (Part Time)**

The Beaver Island Irish Heritage Group (BIIHG) seeks a highly organized and detail-oriented Administrative Assistant/Bookkeeper to work with the Festival Coordinator and Board of Directors to provide support to the organization and overall financial management. This position is part-time and will require 10-15 hours per week throughout the year, with additional hours allotted around monthly close, major fundraisers and the fall event, the Beaver Island Irish Feile. This role offers the opportunity to work flexibly from home while providing essential administrative and bookkeeping support to our operations. **Immediate deadline is 5:00pm on May 6, 2024. Posting will remain open until the position is filled.**

Knowledge, Skills and Abilities Required:

- Working familiarity with technology/computer systems, specifically Google Drive, Quickbooks Online, and DonorSnap (or other donor management software)
- Ability to work with a team/Board of Directors, follow instructions & perform assigned tasks
- Ability to work independently and manage time effectively
- Problem solving ability with a consistent attention to detail
- Knowledge of non-profit organizations and/or event management
- Exceptional communication skills, with a courteous, positive attitude
- Marketing/graphic design skills a plus!

Preferred Qualifications:

Bookkeeping experience (Quickbooks Online a plus)

Benefits:

This is a contracted (1099) position.

Flexible remote work environment.

Opportunity to contribute to the growth and success of a new nonprofit organization.

To view the full Job Description and Request for Proposal (RFP) document, follow the link at irishfeile.com/job-openings. Applicants should submit a proposal as outlined in the RFP to Kitty McNamara, Festival Coordinator at emeraldisleirishfeile@gmail.com or mail to PO BOX 619, Beaver Island, MI 49782.

Expected Timeline:

April 15, 2024 – Position Posted

May 6, 2024 – Application Deadline

Early May – Interviews in Person or Via Zoom

May 9, 2024 – BIIHG Board of Directors Approves Hire(s)

As Soon As Possible after Hiring – Begin Work