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**Operations Coordinator CIHS Museum**

**Part- Time/Permanent**

The Chebeague Island Historical Society is recruiting an Operations Coordinator. This new position

reflects the organization’s transition this summer with the retirement of our founding Curator, Donna

Damon, and our stepping into our new chapter as an organization. Our Board of Trustees is fully

engaged and committed to this transition. We are looking to fill this position immediately.

Job Description: CIHS Operations Coordinator has responsibility for administrative aspects of the

Museum operations and management of employees and programs. CIHS includes a high-quality

archive, research center, Museum and Museum Shop. The Operations Coordinator’s responsibilities

range from day-to-day operations to working with Board to develop, implement future special events.

Reports to the Board President. This is a part-time permanent position, of 24 hours per week, with

flexible schedule.

**Pay rate:** $25 to $29 per hour, depending on experience

**Please send an e-mail inquiry and request for full position description to ….**

**Board President, Beth McNulty at**

**mcnultyb2@gmail.com**