HESSEL SCHOOL HOUSE

3206 W. Cedar St. | Hessel, MI 49745 | 906-484-1333 | www.hesselschoolhouse.org

OFFICE ADMINISTRATOR

Position Overview

The Hessel School House (HSH) is seeking a highly organized, dependable, and community-minded **Office Administrator** to manage day-to-day operations and support the School House's mission of preserving and utilizing this historic landmark for the benefit of the Les Cheneaux Islands and Eastern Upper Peninsula.

This full-time, on-site position serves as the primary administrative presence and welcoming host of HSH. The Office Administrator works closely with the Avery Learning Center Director, Board of Directors, staff, volunteers, instructors, artists, renters, and community partners and reports to a designated Board liaison.

Key Responsibilities

- Serve as the primary point of contact for visitors, phone calls, email, correspondence, tours, and general inquiries.
- Maintain office records, databases, registrations, mail, visitor information, and other administrative systems.
- Manage basic bookkeeping, including payments, receipts, donations, cash reconciliation, donor records, and commemorative brick orders.
- Coordinate facility rentals, scheduling, agreements, payments, room setup, and facility use for meetings, classes, programs, and events.
- Help oversee building and grounds maintenance, cleaning services, part-time staff, purchasing, supplies, and inventory.
- Recruit, schedule, and communicate with volunteers for programs, events, Bingo activities, the Storybook Trail, and other HSH needs.
- Collaborate with the Avery Learning Center Director on programs, special events, the Aldo Leopold Festival, *The Guide*, community outreach, and promotional activities.
- Support the Farmers/Artisans Market, gift shop, and art gallery, including inventory, displays, records, and artist/vendor communication.
- Attend Board meetings and provide regular written administrative reports.

Qualifications

Required: Excellent organizational, communication, customer service, and time-management skills; strong attention to detail; ability to manage multiple priorities independently; proficiency with Microsoft Word, Excel, email, databases, and common office applications; familiarity with basic bookkeeping; and a professional, dependable, collaborative, and welcoming demeanor.

Preferred: Bachelor's degree in business administration, office administration, nonprofit management, or a related field, or equivalent education and experience; two or more years of administrative and bookkeeping experience; and familiarity with nonprofit operations.

Schedule & Compensation

Tuesday–Friday: 9:00 a.m.–5:00 p.m.
Saturday: 9:00 a.m.–4:00 p.m.
Sunday & Monday: Off

Occasional evening hours may be required for programs, rentals, or special events.

Salary: $35,000–$40,000 annually, depending on qualifications and experience.

To Apply

Send a resume to **office@hesselschoolhouse.net** or mail to:

Hessel School House
Attn: Hiring Committee – Office Admin
PO Box 25, Hessel, MI 49745

Job Posted: August 28, 2026