



Administrative Assistant

The Annapolis Heritage Society is seeking an administrative assistant to handle incoming email, regular mail and telephone messages, process invoices for payment, update and maintain electronic and paper filing systems, and other duties to support the board members, staff, students and volunteers in performing the work of its museums, archives and research centre. This is a part time contract position beginning as soon as possible and ending on September 30, 2022 with the possibility of extension. The rate is \$15.00 per hour and the hours are subject to negotiation. If you are looking for a part time position, this may be a fit for you. If you are interested in this position, please forward an email message to annapolisheritage@gmail.com to request an application package.