



PART-TIME NON-PROFIT ADMINISTRATOR. The Alaska Association for Historic Preservation, a statewide non-profit organization, is currently seeking a self-directed staff administrator for 10-15 hours per week. Number of hours worked vary and are dependent on the organization's current workload. Must be available the second Tuesday of every month from 9am to 11am. Other hours worked must be between 9am and 5pm and are set based on your availability. Hourly wage starts at \$15/hr.

Duties include maintaining financial records with QuickBooks, managing membership database and mailings, frequent interaction with the public, coordinating with partner organizations, website updates, and event planning. Interest in historic preservation, Alaska history, and public education a plus! Please submit your résumé, hours available to work, and any questions you may have to akpreservation@gmail.com. Please write "Administrator" in the subject line.

The Alaska Association for Historic Preservation (AAHP) is a private, statewide, 501c3 non-profit corporation dedicated to the preservation of Alaska's prehistoric and historic resources through education, promotion, and advocacy. To achieve this mission of historic preservation in Alaska, AAHP maintains several internal and external committees, programs, and partnerships overseen by a Board of Directors and managed by Corporation staff. AAHP adheres to the principle that preservation of the built environment provides a vital link and visible reminder of the past, emphasizing the continuity and diversity of Alaska.