



Norwalk Preservation Trust Part-time Administrative Manager

[Norwalk Preservation Trust](https://www.norwalkpreservation.org) is seeking an organized and committed individual to provide part-time administrative services to support the efficient ongoing operations of our organization, serve as a liaison to the Trust's membership, and collaborate with NPT's volunteer board and professional partners.

Key responsibilities:

- Schedule and organize board and committee meetings and related materials
- Handle general inquiries received via NPT website or email
- Prepare and disseminate communications
- Maintain membership database
- Help develop, edit, and maintain updated, well-written, and engaging content for website and social media
- Provide administrative and logistical support for events
- Assist in developing educational, publicity, and advocacy materials
- Research and maintain relevant data on potential sponsors, event venues, publicity contacts, vendors, and other resources.

Qualifications:

- Ability to work independently and collaboratively; self-starter
- Experience working in an administrative capacity in a business environment required
- Strong organizational, problem-solving, and analytical skills
- Ability to manage multiple tasks and prioritize effectively
- Prior experience with membership associations or other non-profit organizations; content management systems, graphic design; and interest in preservation, architecture, and Norwalk history a plus.

Compensation: \$30.00 per hour; approximately 15 hours per week.

Work location: this is a remote position; candidates should be located in proximity to Norwalk for occasional in-person meetings, events, etc.

Applications: Submit cover letter, resume, and references by **Friday August 2** to:
jobs@norwalkpreservation.org

About us:

Norwalk Preservation Trust's mission is to protect Norwalk's irreplaceable historic buildings and neighborhoods, landscapes, and streetscapes through advocacy, information, and education, along with public events and tours. Our goal is to be a preservation resource for homeowners, residents, businesses, and developers, as well as city, state, and national organizations and government agencies. We believe that Norwalk's historic environment and architectural heritage should be a living part of our community.