



*Friends of the Three Bears*  
A Nonprofit, Tax Exempt Corporation  
Post Office Box 75,  
Ovid, NY 14521-0075

## **Friends of the Three Bears Operational Manager Position Posting (2022/03)**

### **Director of Operations**

The Friends of the Three Bears, a non-profit organization dedicated to the preservation, restoration and utilization of the historic Seneca County Courthouse Complex, seeks a dynamic Operations Manager to oversee daily operations. Under the direction of the Board President/Designee, the Operations Manager will boost the Three Bears online presence and represent the Friends of the Three Bears with community groups and the Board of Supervisors. The Operations Manager will work under the supervision of the Board President/Designee.

### **Job Purpose**

In 2002 the Friends of the Three Bears organized to restore the 1845 Seneca County Courthouse, “Papa Bear,” and the 1860’s Clerk’s Office, “Mama Bear.” In 2021, the Friends launched the Papa Bear Cultural Center and the Mama Bear Tourism Site. We welcomed over 600 tourists and hosted 20 programs for 1,600 attendees. The Operations Manager will build upon this success by establishing an engaging social media presence for the Three Bears and improving the Three Bears website, including promotion of local historical organizations and their programs. The Operations Director will serve as a tourism ambassador both on-site and to community groups to increase traffic at the Mama Bear Tourism Site during the tourist season, May-October. During the off-season, the Operations Manager will schedule and oversee school tours of the historic complex. The Operations Manager will engage in general office support including Google Drive organization of institutional paperwork, collection of tourism and program statistics, answering emails, handling class registrations, and overseeing some programs.

### **Job Duties and Responsibilities**

- **Media Specialist**
  - Update Friends website on a continual basis to highlight local programming and community information.
  - Promote Friends programs and event information via social media and email to schools and community organizations.
  - Prepare flyers for events and share via social media, website and through local organizations.
  - Create print ads for local newspaper.
  - Maintain and organize the collection of digital photos.
- **Tourism Ambassador**
  - Promote Courthouse Complex visits to the public via social media and to community groups.
  - Schedule and oversee school tours of the complex, November-February.
  - Coordinate the delivery of Friends promotional items to B&B’s, wineries, restaurants, historic sites and other relevant locations.
- **Office Support**
  - Respond to email and telephone inquiries.
  - Maintain tourism statistics.
  - Manage class registrations and communications.
  - Maintain spreadsheet of program and tourism data.



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- Maintain Goggle Drive and hard files of organizational paperwork.
- Additional tasks as assigned.

### **Required Qualifications**

Associate's degree or equivalent experience required. Experience in a small museum or local history organization preferred. Comprehensive knowledge of Microsoft Office Suite & Google Drive required. Demonstrated proficiency with various social media platforms.

### **Knowledge, Skills, and Abilities**

- Demonstrated ability to coordinate and oversee projects by a diverse volunteer group.
- Work effectively and collaboratively as part of a small team.
- Friendly, courteous personality to greet visitors and program attendees.
- Proficient with current technologies and social media.
- Skilled in written and oral communications forms.

### **Working Conditions**

- Scheduled for 24 hours/week.
- Onsite work (12-16 hours/week) combined with remote work option.
- Must work on site Fridays noon-8pm (June-October).
- Flexible schedule with capability to attend periodic community and county meetings.
- Ability to climb stairs.
- Occasional lifting up to 20lbs.
- Moving chairs, tables, PA system; erecting/tear down outdoor tent for programs.

### **Compensation & Benefits**

- This is a one-year appointment, with possible annual renewal.
- Hourly wage, \$19-\$22 to start.
- 2 weeks paid vacation.
- 2 weeks paid sick/personal days.
- Milage reimbursement for meetings.

The Friends of the Three Bears is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

Interested candidates should send a cover letter and resume or direct questions to the Friends of the Three Bears: [threebearsovid@gmail.com](mailto:threebearsovid@gmail.com)

Cover letter and resume dues by April 15, 2022.