



MUSEUM OF DISCOVERY AND SCIENCE

JOB DESCRIPTION

POSITION TITLE: Executive Administrative Assistant

DIRECT ACCOUNTABILITY: President/CEO

QUALIFICATIONS: College degree. Excellent computer skills with proficiency in MS Office - Word, Excel, PowerPoint, Outlook, and Raiser's Edge preferred. Strong communication skills, initiative, tact, attention to detail, and discretion are very important traits. Must be able to work in an office environment and to sustain posture in a seated position for sustained periods; must be able to drive car to attend meetings or to fulfill other work-related duties.

SUMMARY: Provides high-level/confidential administrative support for President/CEO by conducting research, preparing statistical reports, handling information requests and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, scheduling meetings, and making travel arrangements.

RESPONSIBILITIES:

1. Type reports, memos, letters, and other documents using relevant computer software.
2. Answer and screen phone calls and visitors.
3. Greet visitors.
4. Manage Board meetings including presentations, scheduling, room set ups, recording, typing, and distributing meeting minutes.
5. Perform general office duties such as ordering supplies and maintaining records management database systems.
6. Open, sort, and distribute incoming correspondence, payment requests and reimbursements.
7. Management of digital and paper files.
8. Organize and schedule meetings both internal and external.
9. Understanding of Museum policies and procedures.
10. Attend meetings on behalf of President/CEO.
11. Act a liaison between President/CEO and other staff and external parties.
12. Coordinate special events pertaining to the President's office.
13. Manage strategic planning and accreditation.
14. Grant and prospect research.

15. Travel arrangements for President/CEO.
16. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

COMPETENCIES:

1. Written and Verbal Communication Skills.
2. Time Management.
3. Collaboration Skills.
4. Personal Effectiveness/Credibility.
5. Flexibility.
6. Technical Capacity.
7. Stress Management/Composure.
8. Project Management.

SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibilities.

WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

PHYSICAL DEMANDS:

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets, and bend or stand as necessary.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time, non-exempt position, 40 - 45 hours per week. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. May have an occasional evening or weekend requirements.

TRAVEL:

No overnight travel is expected for this position. There may be occasional local day travel.

REQUIRED EDUCATION AND EXPERIENCE:

1. Undergraduate degree.
2. Five years of executive administrative assistant experience.

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

1. Must have class E driver license and own vehicle.