



MUSEUM OF DISCOVERY AND SCIENCE

JOB DESCRIPTION

POSITION: Grants Administrative Coordinator

ACCOUNTABILITY: Guest Experience Manager

SUMMARY: The Grants Administrative Coordinator (GAC) will be primarily responsible for coordinating grant funded programs, and administrative help as needed.

QUALIFICATIONS: A.A. degree, Bachelor's preferred, and a minimum of 1-year experience in a museum or customer service setting in administration or reservations. Requires a highly organized individual with a commitment to quality service.

DUTIES AND RESPONSIBILITIES:

1. Contact community partners to coordinate schedules for hands-on programs and special events.
2. Provide administrative support to the guest experience department in the areas of grants, public programs, and other events.
3. Other related duties as assigned.

COMPETENCIES:

1. Written and Verbal Communication Skills.
2. Excellent customer service skills.
3. Time Management.
4. Ability to work with little or no supervision.
5. Detail oriented and excellent organizational skills.
6. Excellent analytical, critical thinking, and problem-solving skills.
7. Ability to handle multiple projects simultaneously and independently.
8. Self-starter.
9. Excellent relationship building and interpersonal skills.
10. Collaboration Skills.
11. Personal Effectiveness/Credibility.
12. Flexibility.
13. Technical Capacity.
14. Stress Management/Composure.

SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibilities.

WORK ENVIRONMENT:

This job operates in a fast-paced, non-formal museum setting. Must be able to perform the following physical behaviors repetitively throughout a shift: standing, walking, handling, reaching horizontally, grasping firmly, reaching above the shoulder, reaching below the waist, pushing buttons, bending, twisting, stooping, squatting, crouching, kneeling, and pushing. Must be able to lift and carry up to 25 lbs. Position may include indoors and outdoors in extreme temperatures.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time, hourly position, 40 hours per week. Days and hours of work will vary depending on Guest Experience's scheduling requirements. Must be available evenings, weekends and holidays.

TRAVEL:

There may be occasional local day travel.

REQUIRED EDUCATION AND EXPERIENCE:

A.A. degree, Bachelor's preferred, and a minimum of 1-year experience in a museum or customer service setting in administration or reservations.

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

Must have valid class E driver's license.