

Position Title: Executive Assistant to the President

Reports to: President

Function: Insure the efficiency and effectiveness of the Administrative Offices. Assumes responsibility for organizing the President's office.

Status: Exempt Full Time Salary

Requirements:
Experience: 1-3 years' minimum administrative experience

Preferences:
Bachelor's Degree
Nonprofit or Museum Experience

Skills:

- Customer Service
- Etiquette
- Grammar
- Creative writing and editing
- Microsoft Office

Responsibilities to Include But Not Limited to:

1. Assumes responsibility for insuring the efficiency and effectiveness of the Administrative Offices by:
 - a. Answers phone and manages incoming communication and directs to appropriate staff as needed.
 - b. Assists with tasks of the Administrative Office including filing, photocopying, record keeping etc.
 - c. Provides organizational administrative support to include making travel plans and handling expense reports.
 - d. Prepares information packets for membership support groups and potential donors.
 - e. Works closely with staff when scheduling, staffing and setting up special events.
 - f. Maintains administrative and general files.
 - g. Works with Volunteer Coordinator to schedule volunteers for administrative staff.
 - h. Conducts independent research and assists in special projects and events as needed

2. Personal Assistant to the President
 - a. Coordinates communication between President and other staff
 - b. Works one on one with Department Heads on projects as dictated by the President.
 - c. Coordinates the President's schedule, both personal and business
 - d. Organizes President's travel arrangements for meetings, conferences etc.
 - e. Types President's outgoing correspondence.
 - f. Maintains President's files.

- g. Performs additional duties as requested that allow the President to work at peak performance level.
3. Assistance to the Board of Trustees
- a. Coordinates communication between President and Board of Trustees: mailings, electronic correspondence, conference calls etc.
 - b. Maintains all files in relation to Board of Trustee meeting, minutes, bylaws, resolutions etc.
 - c. Attends all meetings, records minutes, gather reports and maintains electronic/paper archives
 - d. Prepares informational packets for board meetings.
 - e. Assists in preparation for Board and Committee meetings; gathers staff, board, and community partnership reports for the President, prepares room and refreshments and provides administrative support for Board and Committee members as needed
 - f. Prepares agendas, correspondence and reports in preparation for meetings.
4. All other special projects as assigned by the President.