

Position Title: Administrative Assistant

Reports to: Executive Director

Status: Part time, 15 hours per week

Purpose: This position is responsible for aiding in the administration of the organization. In particular, the Administrative Assistant will be responsible in the areas of Visitor and Member Services, Social Media Marketing and Exhibits.

Duties:

The first responsibility is to help others within the organization to achieve the organization's mission. The second responsibility is to carry out job functions as described below:

- To create a positive experience for guests so they will want to return; make guests feel welcome by initiating conversations, listening to the needs of the guests, and connecting them to solutions.
- To process membership renewal notices, new membership applications and membership renewals to keep our membership list current.
- To promote the organization and its activities through our website, Facebook, YouTube, and email marketing. This includes helping to create content and monitoring activity.
- To help install new exhibits every 9-11 weeks.
- To inspect exhibits on a weekly basis for any needed maintenance or upkeep and secure what is needed.

Skills and Competencies:

The successful candidate will present a professional attitude and appearance, be courteous, friendly, and respectful. S/he will have a working knowledge of Word and Excel along with familiarity with using email, a database, Facebook, WordPress, and YouTube. S/he must be able to climb a ladder and to lift 20lbs. The candidate must be a good team member, have excellent written and verbal communication skills and good record keeping skills. The successful candidate must have museum experience or be willing to learn the unique requirements of museum, e.g., security issues, care of artifacts, etc.

Thank you for your consideration!

Please send resumé to:

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