

SCIENCENTER POSITION DESCRIPTION

Executive Assistant

(2018-06-11)

Title of Manager: Executive Director

Main Functions:

The Executive Assistant provides administrative support for a wide range of functions involving senior leadership of the Sciencenter (Executive Director and Senior Staff) and is entrusted with sensitive matters requiring discretion and confidentiality. The Executive Assistant also takes on a number of office manager duties and projects.

Primary Duties and Responsibilities:

For the Board of Trustees

- Keeps official records of the Corporation, including charter, bylaws, minutes of Board meetings, officer and committee membership rosters, committee minutes, contracts, etc.
- Maintains Trustee records: terms, committee assignments, bios, attendance, etc.
- Sets up all committee meetings, provides notice and advance information in conjunction with Executive Director and other Senior Staff, attends meetings, creates draft minutes, completes follow-up mailings
- Responds to Trustee requests for information and assistance in pursuing projects
- Organizes and implements hospitality for Trustees
- Other duties as assigned

For the Executive Director and Senior Staff

- Keeps calendar, schedules, makes travel and meeting arrangements and performs other organizational duties including issuing purchase requisitions and other documentation
- Opens and prioritizes mail; drafts or otherwise assists with correspondence and reports as requested, and maintains tickler, contacts, and correspondence files
- Regularly assumes responsibility for projects, performing research, telephone interviews, analysis, reporting, mailings, follow-up, and other functions
- May be asked to assist with compiling budgets and other spreadsheets
- Other duties as assigned

Experience and Skill Requirements:

- Bachelor's degree from four-year college/university; or a minimum of four years related experience and/or training; or equivalent combination of education and experience
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, donors, customers, and the general public
- Ability to calculate figures and amounts. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions
- Excellent written, oral, and interpersonal communications skills
- Highly organized and efficient
- Exceptional attention to detail
- Able to juggle conflicting demands easily, prioritizing and communicating as required
- Holds or is willing to obtain a New York Notary Public commission
- Proficient at Microsoft Office
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Working Conditions:

Congenial, fast-paced office environment within a museum setting. Must work well in both an individual and team setting. Must be available for occasional evening and weekend meetings and events.

Time Commitment:

Full-time (40 hours/week), hourly position.

Salary and Benefits:

Salary commensurate with experience and qualifications. Sciencenter benefits provided including healthcare insurance benefits, paid time off, and retirement plan contribution.

Application Instructions:

Please send a resume and cover letter in PDF format to: cFagan@sciencenter.org

Deadline:

Open until filled.

The Sciencenter is an Equal Employment Opportunity Employer.