Position title: Administrative Assistant
Department: Executive
Status: full-time, salary, non-exempt
Supervisor: President/CEO

POSITION SUMMARY:
The Administrative Assistant position plays a key role in managing communications between President/CEO and board members, coordinating schedules, and representing the organization to the broader community. This position also includes organizing, taking or collecting minutes for all committee meetings, light bookkeeping, purchasing, managing mail services, and customer service functions. The role requires professional, high quality customer service to board members, volunteers, staff and other community contacts.

Primary Duties (includes but is not limited to):

➢ President/CEO and Board of Directors Support

- Provides technological or logistical support for Zoom or in person meetings, in all Board, Executive, and board related committee meetings. This includes scheduling meetings, tracking attendance, developing agendas and related materials and distribution to board and staff.
- Ensures all minutes accurately reflect board discussions and actions. Tracks all board motions for annual audit report.
- Coordinates staff KPI report with leadership team
- In collaboration with the President and Board Chair, maintain the board calendar, directories and board portal.
- In support of the Governance Committee maintain and provide documents for recruitment as well as coordinate and organize all onboarding correspondence, required documents and training resources for orientation.
  - Maintain all governance documents including By-laws, Annual Meeting minutes and related legal documents
- Provide professional, quality customer service to board members, volunteers, staff and other community contacts.
- Provide day-to-day support to the President/CEO, including but not limited to, screening calls and visitors with the President/CEO and CFO directing calls and visitors to proper department and maintaining an up-to-date calendar for the President.
  - Organize All Staff and Senior Leadership meetings including agenda development
  - Maintain all organizational contracts on file
- Prepare or assist with preparation of executive presentations, webinars, PowerPoints, correspondence and related materials. Obtain, assemble, coordinate and redraft materials.

➢ Financial Operations Support
• Coordinates supply orders with Finance Department
• Makes deposits as requested
• Supports personnel functions as needed

➢ Organizational Support

• Holds primary responsibility for processing mail, check log and related incoming correspondence
• Coordinates ordering office supplies and manages supplier accounts
• In coordination with Visitor Services provide assistance to Reception desk
• Assist IT Manager and Director of Library & Archives in maintaining and managing organizational files for legal and historical purposes
• Maintain contracts and support for equipment including postage machine, copier, etc.
• Assist the Advancement division with board communications and logistical support for donor stewardship, cultivation and solicitation.
• Performs other duties as assigned in support the History Center or cross functional teams.

Qualifications:

• 2 - 5 years’ experience in an administrative role
• Collaborative – works well with team members, Board of Directors and President/CEO
• Dependable, self-motivated, efficient and proactive
• Ability to maintain organization when coordinating calendars and multiple meetings
• Possess excellent computer skills, have demonstrated experience with Outlook, databases and Zoom
• Ability to operate various audio/visual equipment in meetings
• Strong written and verbal communication skills
• Proven experience with maintaining confidentiality, exercising judgment and initiative

Job Requirements:

• Must possess a current and valid driver's license
• Ability to lift up to 25 lbs.
• Ability to work outside of the normal work schedule as needed