



## **JOB OPENING**

The museum has an immediate opening for an Administrative Assistant. This is a full time position with an 8:30 am – 5:30 pm normal workday and a Monday through Friday normal work week.

**Summary:** The Administrative Assistant serves as the Recording Board of Trustees and its committees, and assists the Chief Executive Officer, Director of Development and Accountant as an Administrative Assistant.

### **Specific duties and Responsibilities:**

- Attends all meetings, takes and transcribes minutes for the full Board and Board Committees;
- Prepares & e-mails meeting notices, agendas and minutes to Board and Board Committee members;
- Answers incoming calls to General Museum Phone Line/Auto Attendant and direct callers to the appropriate departments/individuals.
- Answers video-door bell during non-public hours and admits callers as appropriate;
- Coordinates with museum's Accountant in purchasing and distribution of office supplies and maintains inventory of same and serves as contact person for office equipment service needs and supplies;
- Assists Accountant with certain banking duties;
- Coordinates the Museum Calendar with staff members;
- Process outgoing mail and distributes incoming mail;
- Assists Chief Executive Officer, Director of Development and Accountant with certain clerical duties as needed;
- And carries out other duties as may be assigned by the CEO, Deputy Director and Accountant.

**Qualifications:** BA/BS preferred; however, three or more years of experience in an increasingly responsible position as an administrative assistant in a comparable field may be substituted for degree. To perform this job successfully, an individual should have knowledge of Internet software and the Microsoft Office Suite of products Shorthand or speedwriting (80-100 wpm) is a plus. Knowledge of basic office equipment should include internet and e-mail, copy and fax machines, postage meter and telephone.

**Compensation:** \$12.75 - \$13.75/hour plus benefits, including medical.

**Application:** E-mail resumes and three references to Deputy Director Susan Obert ([sobert@hagginmuseum.org](mailto:sobert@hagginmuseum.org)). Please, no phone calls. Applications close Friday, April 27, 2018.