**JOB DESCRIPTION**

**TITLE:** Executive Assistant to the Executive Director  
**LAST UPDATE:** October 2022  
**REPORTS TO:** Executive Director  
**CLASSIFICATION:** Exempt  
**HOURS:** Full-time, 40 hours per week  

**SALARY RANGE:** $60,000 to $65,000

**POSITION MISSION**
The Executive Assistant to the Executive Director (EA) ensures that administrative tasks and projects are completed with a high level of efficiency, confidentiality, accuracy, flexibility, and positivity in order to support the initiatives of the Executive Director. The EA reports to the Executive Director and works closely with staff and trustees in a variety of responsibilities. The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned.

**RESPONSIBILITIES**

- **Administrative Management**
  - Provide and track all of the administrative details for the Executive Director, including (but not limited to) calendar management, minute taking, action follow-up, and travel management.
  - Key support to the Executive Director and direct reports in defining, coordinating, and implementing work processes.
  - Ensure the implementation of policy decisions or strategies by creating and improving processes for maximum operational efficiency.
  - Maintain flow of information and work into and out of the Executive Director’s Office by determining the appropriate course of action, referral, or response.
  - Provide meeting management including preparing agendas and presentations, printing materials, taking notes, arranging catering, and advanced and follow-up briefings with Executive Director.
  - As needed and when requested by the Executive Director, assist the Business Manager and IT Consultants with new organizational technology.

- **Board of Trustees (in collaboration with the Executive Director)**
  - Provide administrative support to the Chair and Board of Trustees, including (but not limited to) minute taking and action follow-up.
  - Maintain complete list of Board of Trustees and committees, Meeting, and the Board Manual.
  - Ensure meeting packets are complete and sent out according to schedule.
  - Plan and maintain the yearly Meeting Schedule.
o Coordinate Board-related special projects or events such as new Trustee Orientation and the Marilyn Percy Trustee Dinner.

- Facilities Rentals & Food Services
  o Oversee the use of the Museum’s facilities by outside groups including (but not limited to) scheduling, fees, site arrangements, and staffing.
  o Coordinate the food service activities of the Museum, including Café Flo, group tour lunches, and the Miss Florence’s Teas.
  o Serve as the staff liaison to vendors related to facilities rentals and food services.

**PROFICIENCIES**

- **Anticipating Needs**: Ability to anticipate needs and eliminate friction at work whenever possible by staying ahead of the Executive Director and clearing the path for them to make their greatest contribution.

- **High Level of Discretion**: Work with confidential information; demonstrate discretion and sensitivity regarding personal, financial, and other information.

- **Team Player**: Work with, collaborate, and communicate with all members of the staff, Board of Trustees, and volunteers.

- **Quality Communication**: Be an excellent communicator, in both written and oral form. This includes being able to take a large amount of information and summarizing it quickly both in writing and orally on a regular basis. Ability to track communication (and be very responsive) across multiple channels without losing any details. Those channels could include in-person meetings, virtual video calls, text messages, and/or emails.

- **Affinity for Technology**: Technologically savvy and enthusiastic to learn new technology.

The EA should possess a bachelor’s degree or the equivalent. Prior directly related task management, non-profit experience is highly desirable.