The Springfield Museums has an immediate opening for an Administrative Assistant to the President/CEO. This position reports to the President/CEO. This is a 32 hour per week position (the individual filling this position will be eligible to receive benefits).

**POSITION SUMMARY:**
Perform diversified administrative support functions and secretarial duties for the President/CEO of the Springfield Museums.

**DUTIES AND RESPONSIBILITIES:**
Responsible for the daily management of the President/CEO’s office.

Act as liaison to the President/CEO, possessing the ability to exercise good judgment; e.g., when to refer a donor related question/issue to the President/CEO versus when to intercede and provide resolution

Maintain accurate and updated records for President/CEO including office files, both manual and computerized.

Compose and/or type correspondence, memos, reports, agendas and other materials and proofread to ensure accuracy. Conduct special assignments including preparation of reports, completion of questionnaires or verification of information.

Answer incoming telephone calls. Screen, provide information, redirect calls or relay messages as necessary from trustees, corporators, committee members, staff, SMC members and the general public.

Review e-mails and act in accordance with requests, seek direction from the President/CEO as necessary.

Open, sort and distribute incoming mail addressed to the President/CEO. Process all outgoing mail as requested by the President/CEO.

Greet visitors to the President/CEO’s Office.

Authorize Purchase Orders for the President/CEO’s Office up to the established limit (which is $2,000); process vendor invoices and follow through to payment of outstanding bills to keep in line with budget. Order office supplies and equipment as needed. Monitor condition of office equipment and schedule repairs.

Maintain records related to the governance of the Springfield Museums, including trustee and committee members’ years of service, hours, and meeting minutes. Obtain biographical information on new trustees. Establish database with updated background information on trustees and committee members.

Arrange meetings as requested by the President/CEO. Manage the calendar of meetings, including trustee meetings, subcommittee meetings (museum committee, development committee, nominating
committee, government and community relations, audit committee, investment committee, finance committee and ad hoc committees) and Senior Staff meetings at the Springfield Museums. Attend meetings, take minutes and distribute approved minutes to committee members and senior staff.

Make preparations for various meetings of the Board and Committees, send out meeting notices, agendas and Committee reports in advance of meeting. Prepare Event Scheduling Forms, Security Requests and Work Orders in preparation of the meetings. Arrange for refreshments as necessary.

Coordinate the Annual Meeting. Send out notifications, assemble materials in advance of the meeting including trustee lists, subcommittee lists, schedule of upcoming meetings and minutes from previous meetings. Ensure preparations are made for the Annual Meeting and the reception that follows.

Serve as the staff liaison, responsible for all communication and coordination with internal departments.

Perform other similar duties as responsibilities necessitate or as assigned by the President/CEO.

QUALIFICATIONS:
A Bachelor’s degree with a minimum of 3 years of experience in an office environment with knowledge of general office related procedures and demonstrated organizational and analytical skills necessary. Requires a high level of integrity and the ability to maintain confidentiality at all times. Must be detail oriented, results driven, and have the ability to effectively manage multiple priorities simultaneously. This position requires excellent verbal and written skills, and extensive knowledge and proficiency using MS Office. Occasional evening and weekend hours are necessary.

Interested candidates should submit their cover letter and resume to mseddon@springfieldmuseums.org by Monday, May 3, 2021.

The Springfield Museums is an Equal Opportunity Employer, committed to being a diverse and inclusive workplace, dedicated to fair and inclusive employment practices for all individuals.