

JOB DESCRIPTION

TITLE: Executive Assistant to the Director

FULL TIME NON-EXEMPT

REPORTS TO: Executive Director

FUNCTION: Provides administrative support to the Executive Director and Board President. Additional support for other staff directors as necessary. Areas of coverage include Board meetings, policies and procedures, and general bookkeeping assistance. Also responsible for duties outlined below as well as other duties as assigned.

DUTIES AND RESPONSIBILITIES

1. Leadership Assistance
 - Provide administrative support to Director (correspondence, travel arrangements, appointments, receipts/reimbursement requests, etc.)
 - Provide administrative support to Board President as needed
 - Maintain calendar and schedule appointments for Director and Board President
 - Space reservation logistics and set up for meetings
2. Office Management
 - Plan/attend weekly staff meetings
 - Daily mail sorting/delivery
 - Arrange for parcel shipping for all staff as needed (correspondence, shop sales, etc.)
 - Manage office supplies/budget (track inventory in supply cabinets, reorder supplies as needed, place special orders for other staff when approved)
 - Coordinate office equipment management and repair needs (copiers, desktop computers, fax, phone, etc.)
 - Arrange for flowers/gifts as requested
 - Clip and file newspaper stories related to the museum
 - Proof reading for all departments as needed
3. Committee & Board Activity
 - Assist Director and Board President in Board Meeting Preparation
 - Ensure meeting announcements are distributed in advance to board and committees
 - Distribute meeting minutes and materials for board and committee meetings
 - Make calls and track board meeting attendance
 - Assist with Board meeting logistics and room set up, order lunches
 - Quarterly billing of board members for lunch and miscellaneous expenses
 - Attend meetings and take minutes when needed
 - Collect / compile all reports, motions, etc.
 - Assist with other committee activities as requested
 - Maintain board and committee minutes records

4. Finance and Development Activity

- Assist Director of Finance and Personnel in maintaining financial records
- Prepare check requests/reimbursements
- Assist in management of gifts (cash/checks) for processing
- Basic gift data entry/batch
- Assist with development events as needed
- Respond to donation requests (nonprofit auctions, etc.)
- Maintain catering storage and kitchen inventory

5. Visitor Services

- Cover front desk for visitor services during daily lunch and breaks
- Assist with ticketing/shop sales as needed
- Assist with rental inquiries/tours

QUALIFICATIONS AND SKILLS

The successful candidate will have a Bachelor's degree or an Associates degree with relevant prior work experience. S/he should enjoy working with the public, meeting new people, and partnering with volunteers. Strong organizational skills are a must and the candidate should have the ability to prioritize and organize multiple activities. S/he will possess strong typing skills, proven accuracy and attention to detail with the ability to work effectively under pressure and meet deadlines. Proficiency with Microsoft Word, Outlook, PowerPoint and Excel are required.

To apply, please send cover letter that addresses qualifications and interest, current resume and 3 professional references to: EXECUTIVE ASSISTANT TO THE DIRECTOR SEARCH, Attn: Robert Burns, Director, Mattatuck Museum, 144 West Main Street, Waterbury, CT 06702 or via email to bob@mattmuseum.org.

Documents should be sent as attachments using Microsoft Word or PDF format, and should not exceed five (5) megabytes. **No phone calls please.** Only those selected for an interview will be contacted. The Mattatuck Museum is an Equal Opportunity Employer. As such, we are interested in candidates who are committed to high standards of scholarship, performance and professionalism, as well as to the development of a climate that supports equality and diversity.