**Job Title: Administrative Assistant**

**Department:** Upcountry History Museum  
**Reports to:** COO  
**Classification:** Non-exempt, Full-time (35 hours per week)

**JOB SUMMARY:** Reports to the COO of the Upcountry History Museum. The Administrative Assistant is responsible for supporting the managerial needs of the Museum’s CEO and COO to ensure the efficient operation of the business office. In addition to typing, filing, and scheduling; performs duties such as coordination of meetings, obtaining supplies, coordinating direct mailings, and working on special projects. As a liaison to the CEO and the Board of Directors, periodically assembles highly confidential and sensitive information.

The Administrative Assistant supports leadership by performing a wide range of administrative tasks. The Administrative Assistant is responsible for processing museum donor and membership acknowledgements, ensuring that donor and membership databases are accurate and current, as well as monitoring back up files and archives. Deals with a diverse group of external callers and visitors, as well as internal contacts at all levels within the museum. Independent judgment is required to plan, prioritize, and organize a diverse workload, and to recommend changes in office practices and procedures.

**Job Responsibilities:**

1. Input, update, and maintain data to ensure the accuracy of all patron, donor, and member databases.  
2. Produce various reports, lists, and mailings, as needed, from above databases.  
3. Support the COO, with accounts payable and receivable clerical responsibilities.  
4. Responsible for all clerical aspects of museum’s membership and development programs including acknowledgements, solicitations, and monthly renewal notices.  
5. Provide necessary administrative support to the Membership program and the American History Book Club & Forum to build and maintain an active and vigorous membership base.  
6. Generate and maintain correspondence related to general museum donors and/or patrons, including thank you letters, responses to inquiries, updating and maintaining all “hard copy” donor files, etc.  
7. When needed, record, prepare, and organize board, committee, and staff meeting minutes. Responsible for all “in person” board meeting logistics including set up, placards, copies, food and beverage orders.  
8. Maintain the Board of Directors Handbook, contact information, and bylaws.
9. Provide administrative support to the CEO and COO, such as creating lists and reports, office filing, updating administrative forms, maintaining online and “hard copy” master forms, research as requested, and recognition of staff/board/patron milestones.
10. Provide administrative, logistic, and clerical support to other Museum departments as needed, such as mailings, solicitations, generating lists and reports, preparing handouts, power-points, etc.
11. Collect, sort, scan, and record local media information (such as museum publicity, advertisements, patron obituaries, etc.) for museum archives and donor tracking.
12. Inventory and order office and staff kitchen supplies.
13. Manage incoming and outgoing mail and package deliveries.
14. Run off-site errands, including bank deposits, as needed.
15. Assist COO with submitting, reconciling, and filing expense and financial reports and invoices.
16. Assist CEO and COO with other administrative tasks as needed.

Required Qualifications/Skills/Abilities:
1. A bachelor’s degree and a minimum of three (3) years Administrative Coordinator experience OR Six (6) years’ experience as a high-level administrative assistant OR Any appropriate combination of education and experience.
3. Professional communication skills, both written and oral
4. Ability to handle sensitive and non-verbal confidential information.
5. Ability to work with co-workers, interns, volunteers, and the public professionally and tactfully, and support management decisions and goals in a positive, professional manner.
6. Must be willing to help others succeed and be respectful of deadlines.
7. Possess a valid driver’s license and a personal vehicle.

Preferred Qualifications
1. Functions well in a position that requires organization, punctuality, and execution.
2. Strong time management skills.
3. Excellent attention to detail with a high degree of accuracy.
4. Ability to work independently and in a team.
5. Ability to work under pressure with flexibility.

Personal Qualities
1. Highly motivated and detail oriented.
2. Outgoing, energetic, self-motivated and passionate about history and culture.
3. Creative and innovative; and adaptable to changing situations and circumstances.

Performs other duties as assigned by COO. The intent of this job classification description is to provide a representative summary of the types of duties and responsibilities that will be required
of positions in this classification and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically present in this description.

**Work Conditions:**

1. Work is performed under usual office conditions.
2. Some evening and weekend work may be required.
3. Some standing, walking, bending, frequent use of hands, stooping and light lifting (at least 25 pounds) is needed.

The Upcountry History Museum is firmly committed to equal employment opportunity for all persons and is an EEO Affirmative Action Employer.