

JOB TITLE: Executive Assistant

REPORTS TO: President

FLSA: Exempt

DATE REVISED: July 5, 2018

ORGANIZATION MISSION

Located at the Lorraine Motel, the assassination site of Dr. Martin Luther King Jr., the National Civil Rights Museum chronicles the American civil rights movement, examines today's global civil and human rights issues, provokes thoughtful debate and serves as a catalyst for positive social change.

POSITION SUMMARY

The Executive Assistant provides administrative support to the President by managing her/his schedule for all meetings and travel, preparing meeting materials and briefs to support the President with the Board and various committees, and working on special projects that require research and/or outreach to celebrities, dignitaries, and others. The Assistant also serves as a liaison between senior staff and the President when required.

JOB RESPONSIBILITIES

- Performs diverse administrative duties, often of a confidential nature requiring a high degree of independent judgement, discretion, and knowledge of Museum system programs and procedures; independently composes general correspondence
- Works with the Human Resources Manager to schedule monthly staff meetings including scheduling and producing materials necessary
- Provides support to the President with scheduling and materials development and distribution for all board and committee meetings; responsible for producing all meeting minutes
- Screens telephone calls, visitors, and incoming correspondence and determines whether to handle personally or to refer to the Executive Staff or other staff
- Compiles reports and materials as required
- Responsible for managing the monthly/quarterly reporting system for the senior team
- Organizes and expedites workflow
- Coordinates and arranges for meetings and travel of the Executive staff as well as visitors nationally and globally as directed
- Maintains daily calendar for the President
- Periodically serves as liaison between the Museum and the public, private and nonprofit sectors locally, nationally and internationally requiring a high level of tact, diplomacy and excellent communication skills

- Checks the general mailbox at least twice daily
- Maintains expense reporting responsibilities for the President
- Orders and maintains office and kitchen supplies

OTHER FUNCTIONS

The Executive Assistant performs additional functions (essential or otherwise), which may be assigned from time to time. The position may require work on weekends, nights, and holidays to accommodate facility programming and utilization.

TYPICAL PHYSICAL / SOCIAL REQUIREMENTS

- Requires the ability to operate general office equipment and occasionally move various office items weighing approximately 15 lbs. or less
- Must exhibit strong people skills and be comfortable interacting with the general public
- While the majority of the work is performed inside, some outdoor work is required during various Museum-related functions
- Requires the ability to communicate verbally and in writing with board members, management, staff, vendors, media, and the public

MINIMUM QUALIFICATIONS

- Associates degree or certification preferred and six (6) years progressive clerical and administrative support experience with three (3) of those years in advance administrative support OR any combination of experience and training which enables one to perform the essential job functions
- Must demonstrate the ability to type at 60 wpm and use Microsoft Office Suite
- Must be comfortable with new technologies that allow for efficient office operations
- Proven experience in operating personal computer utilizing Word processing, desktop publishing, spreadsheets, database management, presentation software, etc.
- Must be able to edit work and organize volumes of data
- Effective oral and written communication skills are essential
- Strong organizational and time management skills
- Ability to make public presentations when required
- Must be comfortable working in a dynamic, team environment
- A sense of humor is required!

TO APPLY

Submit resume letter to afaulkner@civilrightsmuseum.org by Thursday, **July 26, 2018**.