



Title: Administrative Assistant

Part Time Position

Reports to: President/CEO

Date: March 8, 2017

Summary: Reporting directly to the President/CEO of Mississippi Children's Museum, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external connections and also serves as a liaison to the Board of Directors. The Executive Assistant organizes and coordinates executive outreach and external relations efforts and oversees special projects. The Executive Assistant must be creative and enjoy working within a small mission-driven environment that is community minded. The ideal candidate will have the ability to exercise good judgement in a variety of situations along with strong written and verbal communication, administrative and organizational skills. The Executive Assistant must have the ability to work independently on projects, must be able to work under pressure at times, and to handle confidential matters with discretion. This is a part-time position requiring approximately 25 hours per week.

Roles and Responsibilities

- Completes a broad variety of administrative tasks for the President/CEO including; managing an active calendar of appointments; composing and preparing correspondence; arranging travel plans.
- Plans and ensures the President/CEO's schedule is followed. Provides a "gatekeeper" and "gateway" role to the President/CEO's time and office.
- Communicates directly with Board members, donors and staff on the museum's program and administrative initiatives.
- Works closely with President/CEO to keep him/her informed of upcoming commitments and responsibilities with appropriate follow up. Acts as a "barometer", having a sense of issues within the museum and keeping the President/CEO updated.
- Provides leadership to build relationships crucial to the museum's success; managing a variety of special projects which may have organizational impact.
- Prioritizes conflicting needs; handles matters expeditiously and proactively, and follows through on completion.
- Provides human resource support by assisting with general administration regarding new hires, payroll, legal compliance and other HR issues.

Qualifications

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong interpersonal skills and ability to build relationships with staff, board members, and external partners and donors

- Expert level written and verbal communication skills
- Proactive approach to problem solving with strong decision-making capability
- Resourceful team-player; forward looking thinker who seeks opportunities and proposes solutions

Experience Requirements

- Bachelor's degree preferred
- Strong work tenure: five plus years supporting C Suite Executives
- Experience in internal and external communications, partnership development and fundraising
- Proficient in Microsoft Office (Outlook, Word and Power Point)

The Mississippi Children's Museum is a 501(C)3 organization with the mission of providing unparalleled experiences that ignite a thirst for discovery, knowledge, and learning in all children. To apply, please submit cover letter, resume and the names and addresses of three or more professional references to:

- email: careers@mcm.ms
- fax: (601) 709-2603
- mail: Mississippi Children's Museum, Attention: Careers PO Box 55409, Jackson, MS 39296