



Executive Assistant to the President and CEO

Job description: Reporting directly to the President/CEO of Mississippi Children's Museum (MCM), 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 must 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.

Roles and Responsibilities

- Completes a broad variety of administrative tasks for the President/CEO including; support for Executive Directors in Jackson and Meridian, 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 MCM board members, donors and staff on the institution's program and administrative initiatives in Jackson and Meridian.
- 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 institution and keeping the President/CEO updated.
- Provides leadership to build relationships crucial to MCM's success; managing a variety of special projects which may have organizational impact.
- Plans and provides admin support for quarterly MCM board meetings, including PowerPoint presentation, board notebook preparation, ordering catering and all set up and take down planning.
- Provides human resource support by onboarding new hires in ADP system, maintaining HR files, and other HR/benefit issues.
- Provides office support for Jackson administrative area including maintaining office supply inventory
- Provides technology administrative support as primary point of contact, opening support tickets with the museum's IT providers

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 letter of interest and resume: careers@mcm.ms

Management reserves the right to modify, delete, and/or add additional expectations to meet the needs of the Mississippi Children's Museum as necessary.

Updated: 12/28/2021

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)
- ADP experience preferred

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