

## Executive Assistant

20 – 25 hours per week a Flexible Schedule

\$15 - \$19/hr.



The Carousel Museum and Museum of Fire History in Bristol, CT are seeking an Executive Assistant for a growing and thriving non-profit organization. The Executive Assistant will support the Executive Director during a time of tremendous growth in our organization. The successful candidate will be responsible for a broad range of administrative and general duties including, but not limited to Human Resources, Finance, and Development. This position is an extension of the Executive Director, and must present a professional, welcoming demeanor and show impeccable care and thought with every action undertaken. The position requires initiative, critical thinking, and independent decision-making skills. May perform special assignments such as researching grants or prospective donor information and compiling reports. The employee will handle general office management, generating form letters, fielding phone calls, and coordinating museum supply inventories. This person will be with the Executive Director most days and will be involved with all aspects of the day to day running of the Museum.

### **Duties/Responsibilities:**

#### **Coordinate specific human resources functions for the organization such as:**

- Assisting HR with the onboarding of staff
- Process (weekly?) payroll through (what system?)
- Compiling and maintaining paper, digital, and electronic employee records, including leave information. May include entering employee data into databases.
- Support HR-related training initiatives.
- Coordinating management-employee communications and meetings/events.

#### **Finance**

- Ensure all accounts payable invoices are submitted for payment in an accurate and timely manner.
- Coordinate bank deposits insuring all deposits are secured in the correct accounts.
- Scan and file all donor and financial correspondence including contracts, invoices, deposits, etc.
- Assist with annual financial audits.
- Run monthly financial reports
- Process all Pay Pal downloads and allocations

#### **Development**

- Assist Executive Director with membership letters and renewals
- Generate donor form letters
- Maintain records of all donor contact and giving using Past Perfect database
- Manage basic Grant calendar using Google docs.

#### **General Administration**

- Filing and office organization
- Maintain inventory across various Museum departments
- Data entry (alphanumeric?)
- Coordination through MS Outlook of internal and external meetings for Executive Director.
- Conduct annual IT inventory.
- Screen and deliver mail.
- Assist with reception duties, as needed
- Writing and editing e-mails, drafting memos, and preparing communications on the executive's behalf
- Maintaining comprehensive and accurate donor and vendor records.

## Executive Assistant

20 – 25 hours per week a Flexible Schedule

\$15 - \$19/hr.



- Organizing meetings, including scheduling, sending reminders, taking, and disseminating agendas and minutes, and organizing catering when necessary
- Answering phone calls in a polite and professional manner using the NECM greetings.
- Welcoming visitors and identifying the purpose of their visit before directing them to the appropriate department
- Managing the executive's calendar, including making appointments and prioritizing the most sensitive matters
- Other duties as assigned.

### Required Skills/Abilities:

- A results-driven achiever with excellent organizational skills and attention to detail.
- A team player
- Must be an exceptional listener and communicator who effectively conveys information verbally and in writing
- Excellent time management skills with a proven ability to meet deadlines.
- Must have the ability to manage multiple assignments, set priorities, and adapt to changing conditions
- Strong, proven problem-solving skills able to resolve problems in a positive way
- Ability to function well in a high-paced and at times stressful environment.
- Have stamina, drive, and perseverance to handle pressure well.
- Reliable (as we like to say here at KBE – Do what you say you are going to do)
- Stable with excellent follow through on deliverables
- Proficient in MS Office Suite, Past Perfect or equivalent database knowledge and QuickBooks or other accounting software skills a plus

### Working hours

20 – 25 hours per week. Workdays will vary based upon Museum and Executive Director Schedule

Possibility for full time employment

### Education

High School graduate required. Some college preferred.

### Salary Range:

\$15 - \$19 per hour or depending on experience

### Experience

At least two years of administrative experience. Non-profit experience a plus.

Preference will be given to individuals with Google Suite and MS365 administration experience.

### Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.

Must be able to lift to 20 pounds at times.