

**COLUMBIA RIVER MARITIME MUSEUM
JOB DESCRIPTION**

Job Title:	Administrative Assistant		
Reports To:	Deputy Director		
FLSA	Full Time – Non-Exempt		
Salary	DOE		
Created:	November 2017	Revised:	May 2021

Purpose of the Job: The administrative assistant provides daily support to the Executive Director and the Deputy Director. The administrative assistant serves as one of the critical first points of contact for external customers seeking information about the Museum. The candidate will work in an office environment as support staff who help their colleagues stay organized and effectively communicate internally with one another and externally with clients. Provides general clerical duties and front office coordination. The Administrative Assistant will schedule appointments and update shared calendars to reflect each employee’s commitments and availability.

Essential Job Functions:

- Provides professional administrative support to the Executive Director, Deputy Director. Including but not limited to maintaining calendars, coordination of meetings, preparing correspondence, copying, faxing, filing, conducting research projects, preparing reports, researching and maintaining contact lists.
- Provides administrative support to the Museum by arranging staff meetings, preparing agendas and maintaining the office calendar.
- Maintains confidentiality in all aspects of donor, staff and organization information.
- Open or closes the administrative office area during normal business hours such as locking or unlocking doors and turning lights on or off. Greets visitors to the office area.
- Answers the main phone line, transferring calls and/ or taking messages.
- Works with vendors to maintain office equipment and supplies.
- Processes daily mail - sorting, stamping and delivering all incoming mail and faxes.
- Prepares outgoing mail with postage, maintain postage materials and arrange shipment with vendors such as UPS/ FedEx.
- Assist with incoming payments by maintaining registration, notifying appropriate staff of receipts, assisting the membership department with deposit verification.
- Provides administrative support for all Board and Committee meetings including but not limited to arranging meeting dates, preparing agendas, providing meeting materials, preparing meeting space either in person or virtually, arranging and coordinating any catering services. Maintain Trustee registry, contact lists, governing documents and other materials. Maintains and provides Trustees with museum documents such as the “Trustee Handbook.” As requested, attends meetings to record, transcribe and distribute the minutes.
- Maintain governance documentation, maintains minutes of board and committee meetings, and coordinates meetings and presentations as requested.

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- Maintain the corporate files including but not limited to key corporate documents, meeting minutes, reports and presentations, and communications as requested.
- Occasionally, support department heads with general clerical duties or special projects.
- Other duties as assigned by the Executive Director or Deputy Director

Qualifications/Requirements

Education:	High school diploma or GED
Experience	Minimum of three years of administrative experience at a professional support level demonstrating increasing levels of responsibility in supporting management personnel, regular contact with clients, customers, and similar constituents. Demonstrated ability to work and communicate professionally, verbally and in written form with board members or similar governing bodies. Demonstrated level of professional business writing and communication skills (letter form, e-mail, and telephone) required. Prior support of fundraising professionals or similar desirable.
Knowledge	<ul style="list-style-type: none"> ▪ Professional level writing skills, including demonstrated knowledge of correct grammar, punctuation, salutations. Understanding of proper forms of communications to donors, board members, and similar constituents. ▪ Awareness of appropriate forms of corporate communications to media representatives, potential donors, patrons and similar contacts. ▪ Microsoft Suite of products including PowerPoint, Word and Excel Knowledge of customer database software or programs such as Access is desirable, but not required. ▪ Computer-based shared filing systems; internet and intranet search engines.
Skills/Abilities	<p>Demonstrated ability to:</p> <ul style="list-style-type: none"> ▪ effectively manage multiple priorities and deadlines; ▪ create high quality, error-free documents using Microsoft products including PowerPoint, Word, and Excel; ▪ ability to perform responsible and technically complex administrative tasks using independent judgment and personal initiative; ▪ ability to proofread a wide variety of material including address lists, letters, reports, corporate minutes, etc.; ▪ build strong internal and external relationships using effective verbal and written communication skills; ▪ work to understand the organization <i>front to back</i> to continually provide accurate, relevant information to all constituents;

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	<ul style="list-style-type: none">▪ recognize and act on opportunities; adjust direction when situation warrants;▪ work independently without regular direct supervision;▪ work effectively with team of diverse professional personnel.
Physical Requirements	<ul style="list-style-type: none">▪ Ability to sit a desk using a computer workstation for most of the day.▪ Ability to occasionally lift and/ or move up to 25 lbs.▪ Ability to bend, stoop, kneel, reach above and below shoulder height.▪ Valid driver's license and the ability to drive a vehicle.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organization in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The museum maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.