



Job title	<i>Executive Assistant</i>
Reports to	<i>Executive Director/CEO</i>
Team	<i>Executive</i>
Pay Grade	6

What we want

In this role, the Executive Assistant will provide high-level administrative support to the Executive Director/CEO by conducting research, preparing statistical reports, handling information requests and performing clerical functions such as preparing correspondence, managing executive calendars, arranging conference calls and scheduling meetings. The Executive Assistant also works as the Governing Board liaison.

What you'll do

Primary functions:

- Perform general office duties such as ordering supplies and maintaining records management database systems.
- Make travel arrangements for executives.
- Support the museum's board of directors including recording meeting minutes and drafting and distributing meeting materials.
- Act as a liaison between the Executive Director/CEO and outside contacts, including the general public, funders, and other professionals.
- Conserves the Executive Director/CEO's time by reading, researching, and routing correspondence, drafting letters and documents, and collecting and analyzing information.
- Collects and drafts monthly staff and financial reports for the board.
- Helps to maintain the Executive Director/CEO's appointment schedule.
- The point of contact between the Executive Director/CEO and internal staff members.
- Proofread and edit documents/materials prior to publication.
- Regular punctual attendance

Secondary functions:

- Encourage communication and enhance team support/spirit among Discovery Lab staff.
- Other tasks assigned by the Executive Director/CEO

What you'll need

Knowledge and skills:

- 21st Century process skills: creativity, critical thinking, problem solving, innovation, collaboration, communication
- Can-do attitude with the willingness and flexibility to take on any challenge
- Team player

- Highly motivated
- Initiative
- Exceptional judgment
- Great interpersonal skills
- Multi-tasker
- Microsoft Suite
- Excellent communication skills, both oral and written, and ability to maintain confidentiality.
- A positive attitude
- Sensitivity to confidential information

Education and work experience:

- Bachelor's Degree or equivalent education and experience
- 3+ years of administrative experience

Preferences:

- Fluency in language other than English

How you'll work

This job is a regular, full-time, non-exempt position. The typical work schedule for this job is Monday-Friday between 9 am – 5:30 pm. Occasional after hours and weekends may be required. Shared office environment.

Physical requirements

85% Sitting, 10% Standing, 5% Lifting/Carrying/Pushing/Pulling no more than 10-30 lbs.

Additional requirements

- Pre-employment and/or pre-duty checks, such as criminal background check, alcohol and drug test, and reference checks

Direct reports

None

This position description is representative of the major position requirements and is not intended to be all inclusive.

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