



## POSITION DATA

**JOB TITLE:** Executive Assistant  
**DEPARTMENT:** Museum Programs  
**REPORTS TO:** Executive Vice President and Deputy Director for Museum Programs  
**CLASSIFICATION:** Nonexempt  
**DATE:** October 2021

## POSITION OVERVIEW

This position organizes and executes a broad range of tasks in support of the EVP/DD, who oversees the Exhibitions, Collections and Education departments of the Museum. S/he plays a key role in ensuring the efficiency of the Deputy Director's office. In addition to administrative functions, this position performs research, produces presentations and materials, prepares materials for Board Committees and Board meetings, and assists the Director with the management of department-wide initiatives and special projects, as assigned.

## ESSENTIAL FUNCTIONS

- Provides general office support, organizing and maintaining filing systems, copying, updating contacts, ordering, and inventorying supplies, processing security requests, and any other office tasks.
- Reviews, plans, organizes and monitors EVP/DD's calendar and schedule.
- Assists the Office of the President in helping to prepare for Board of Director's meeting.
- Manages preparation of meetings of Board committees for Education and External Affairs, and Acquisitions.
- Tracks attendance for EVP/DD and staff/consultants in the Museum's Administrative division and ensures adherence to relevant personnel policies for all staff in the Museum department.
- Reviews incoming invoices, creates check requests, obtains appropriate authorization, and prepares monthly expense reports for EVP/DD, Senior Vice President for Education, and department wide PCard.
- Helps prepare and oversee the annual budget planning process across the department.
- Prepares and circulates the weekly program calendar.
- Budget preparation, PPT and other support for other senior Museum staff, as needed.
- Provides overall document control ensuring proper signatures are obtained and protocols followed.
- Manages office paper flow and drafts and manages routine correspondence.
- Prepares PowerPoint presentations, meeting agendas, and other materials, as needed.
- Attends meetings, tracks attendance, and takes minutes, as requested.
- Arranges travel and reservations and itineraries for EVP/DD

- Conducts research, edits, proofs, and prepares background information and presentation materials for the EVP/DD as requested
- Oversees processing of outside research requests.
- Oversees routing and approvals for all department speaking requests.
- Collects and prepares first draft of All Staff and Museum All staff updates.
- Serves as back up assistant to the President when the President's assistant is out of the office.
- Executes special cross-department projects as requested.
- Serves as EVP/DD's representative at meetings, as needed.
- Assists in scheduling and logistics for Museum programs, as requested.
- Reviews and assists in the preparation of RFPs and contracts, as requested.
- Plans and executes VIP visits for guests or groups. Arranges tickets, secures Museum guides, books rooms, processes paperwork and works with operations and on best entry and flow strategies.

#### **OTHER RESPONSIBILITIES**

- Provides general office support, organizing and maintaining filing systems, copying, updating contacts, ordering, and inventorying supplies, processing security requests, and any other office tasks.
- Provides general administrative support to EVP/DD.

#### **VOLUNTEER REQUIREMENT**

- Participates in the Annual 5K Fundraiser and September 11<sup>th</sup> Commemoration, as assigned.
- Assists with other special projects and events in support of all 9/11 Memorial and Museum, as assigned.

#### **QUALIFICATIONS/SKILLS REQUIREMENT**

- Undergraduate degree in a liberal arts or museum-related field.
- Minimum of five years of administrative support experience at the executive level, preferably in a museum, arts/culture organization, or non-profit agency.
- Experience in project management and demonstrated ability to manage the details of a project from idea phase to implementation, while focusing on the highest quality result.
- Experience working in a fast-paced environment with an understanding of prioritization of workload, and a sense of urgency in performing tasks and executing department deliverables.
- Demonstrated ability to work and think independently and possess the ability to interact well with a wide range of people of all levels within and outside the Museum department, excellent diplomacy.
- Excellent phone manner, written and oral communication abilities, and interpersonal skills.
- Exceedingly organized, strong attention to detail, takes initiative, and technological savvy.
- Proficiency with MS Word, Excel, Outlook, and PowerPoint required.
- Excellent skills at creating thoughtful presentations.
- Experience scheduling travel arrangements for management.
- Excellent grammar and attention to detail.
- Commitment and sensitivity to confidentiality.
- Proactive personality.
- Professional and flexible manner.

- Ability to recognize the importance of responsibility, authority, and accountability.

#### **HOW TO APPLY**

- Include position you are seeking in the email subject field.
- State the location where job posting was seen.
- Send resume and cover letter to [911mmadminjobs@911memorial.org](mailto:911mmadminjobs@911memorial.org)

#### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, be mobile, and have the ability for 2-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices, and group conference rooms. The noise level in the office environment is usually low. There are no protective devices necessary to be worn or utilized in the office work environment. Minimal travel is required.

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- This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business-related duties as assigned by the supervisor or other management.
  - The organization reserves the right to change, modify, or reassign job responsibilities, duties, and scheduled work hours as per business needs.