



Explora Job Description: Executive Assistant

*To apply, email a cover letter, résumé, and writing sample to
Joe Hastings at jhastings@explora.us*

Reports to: Executive and Deputy Directors

Date last updated: 8/19/2019

FLSA status: 40 hours per week (full time); non-exempt

Starting Salary: \$29,000

Position Summary:

We are looking for an exceptional person to support our leadership team. The successful candidate will manage a variety of administrative tasks related to calendaring, scheduling, communicating, coordinating, accounting, and fundraising to assist the Executive and Deputy Directors in leading the organization and fulfilling Explora's mission and vision. Tasks will include writing letters and emails, creating reports, organizing travel and accommodation, managing multiple schedules, taking minutes, coordinating special projects and events, and handling a wide range of other organizational tasks. To do this role well, you should have strong experience as an executive assistant, savvy with social media and web presence, dexterity with current office software, a preference for being busy and moving quickly, a flair for problem-solving, finesse at juggling multiple demands, and excellent customer service.

Essential Duties and Responsibilities:

- Manage calendars, schedule and coordinate small and large, in-person and virtual meetings, conference calls, etc.; handle advanced preparation of materials for meetings; record and post meeting notes/minutes, create and track to-do lists, follow-up with participants, etc.
- Coordinate and manage special projects, including internal and external events and activities.
- Make travel arrangements, track and report expenses, generate reimbursement requests, etc.
- Open, sort, and route incoming faxes, emails, texts, mail, and other correspondence.
- Act as gatekeeper, screening phone calls and responding or delegating to ensure timely response.
- Create, write, review, edit, and/or generate reports, memos, invoices, letters, and other documents for a variety of audiences, including staff, directors, board members, and other stakeholders.
- Handle day-to-day administrative responsibilities, such as emailing, filing, copying, scanning, and faxing.
- Use a variety of software, including web, word processing, spreadsheet, database, email, social media, and presentation tools.
- Handle confidential, personal, and proprietary information with discretion.
- Take initiative, complete tasks, and follow up in a timely manner.
- Work some evenings and weekends.
- Perform other general administrative support and duties as assigned by directors.

Minimum Qualifications:

- Proven experience as an executive assistant or other relevant administrative support experience.

- Strong skills with Office and Google suites, quick learner of new business apps.
- High school diploma or equivalent.
- Ability to meet deadlines in a fast-paced, quickly changing environment.
- Excellent verbal and written communications skills.
- Professionalism coupled with enthusiasm and a positive attitude.
- Strong relationship-building and customer service skills.
- Cool under pressure and solution oriented.
- Discretion and good judgment.

Work Conditions:

- Requires standing and/or walking, with regular need to perform physical actions that include, sitting, stooping, kneeling, crouching, reaching, handling materials, pulling, carrying and pushing
- Requires effective eye-and-hand coordination and manual dexterity
- May occasionally require lifting of various materials and equipment to a maximum of 50 pounds
- Facility may expose employee to loud noise levels, temperature changes, and physical obstacles

Employment Screening and Compliance:

- Background check required
- Employee must comply with all operational policies, especially those involving the safety of fellow workers, volunteers, and client/customers
- Employee must maintain a current and valid driver’s license to perform work duties if position requires activities that require travel by motor vehicle, whether personal or company car

Explora Science Center & Children’s Museum is an equal opportunity employer

Employee Acknowledgement:

This job description is intended to convey information essential to understanding the scope of this position. It is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position. Explora maintains the right to augment or delete duties and responsibilities as business needs dictate.

I have read and understand the entire contents of this job description, including the work demands and expectations of this position. I understand that my employment at Explora is employment “at will” and may be concluded at the convenience of Explora Science Center and Children’s Museum of Albuquerque. I am aware of my right to notify my employer of any reasonable accommodation that may be necessary to perform this work. I further believe to the best of my knowledge that I am able to perform these duties and responsibilities. If I determine that an accommodation may be necessary at a later date, I shall notify my employer. I understand that my employer maintains certain rights as well under the *Americans with Disabilities Act (ADA)*.

Employee signature	Date signed
Director signature	Date signed