

LOS ALAMOS HISTORICAL SOCIETY

Job Title: EXECUTIVE ASSISTANT

Department: Administration

Reports to: Executive Director

Salary Structure/Range: \$35,360 - \$37,440/Exempt

Closing Date: May 6, 2022

Job Summary

Under the supervision of the Executive Director, the Executive Assistant is responsible for general assistance to the Executive Director. The position also assists with membership support, outreach activities, and organizational records management.

Primary Departmental Duties and Responsibilities

- **Executive Director Support**
 - With staff input, helps prepare and maintains an organization-wide calendar of internal and external meetings for use by the Executive Director and all LAHS staff and volunteers;
 - Must be able to prioritize activities on behalf of the Executive Director when required;
 - Prepares internal meeting agendas and takes notes for distribution to attendees when requested;
 - Assists the Executive Director with Board support and Board agenda preparation and distribution;
 - Serves as primary point of contact for operations, including facilities issues, at the discretion of the Executive Director;
 - Responds to internal and external inquiries with an emphasis on customer service satisfaction.
- **Membership Support**
 - Supports the Executive Director with all aspects of LAHS membership including but not limited to maintaining the membership database and regular correspondence with members;
 - May draft memos and general correspondence;
 - Maintains comprehensive and accurate membership records.
- **Outreach**
 - Receives, and schedules edited materials for posting on approved social media platforms and the Society's website;
 - Manages social media sites for accuracy, timeliness, and attractiveness of content;
 - Coordinates submissions to social media platforms to ensure consistency and avoid duplication.
- **Records Management**
 - Maintains schedules for organizational documents and their updates and revisions according to professional guidelines. These may include but are not limited to job descriptions, bylaws, mission statements, financial information, price lists for services, policy statements, personnel policies, etc.;
 - Coordinates records management activities with the Archivist for consistency, to reduce unnecessary duplication, and to establish lines of authority and control;
 - May assist in the development of draft documents for review.

Other Departmental Duties and Responsibilities

- Assists with minor bookkeeping duties;
- May work in the Museum Shop;
- May assist with special functions and activities related to membership support;
- Works with the Board Secretary to assure the proper distribution of and records maintenance for Board meeting minutes.

Organizational Duties and Responsibilities

- May provide clerical support to staff and the Board as approved by the Executive Director;
- May contribute to development and tracking of the departmental budget;
- As directed, provides regular reports of services performed and other data required for use by the department, organization, and funding entities;
- May contribute to preparation and tracking of grants submitted by LAHS;
- Participates in, serves on, or assists with organizational trainings, meetings, committees, retreats, etc. in support of the department and/or LAHS;
- Strives to expand personal knowledge of and appreciation for all periods of Los Alamos history;
- Performs occasional other duties as determined by the Executive Director.

Performance expectations:

All LAHS staff are expected to:

- Perform satisfactorily according to annual organizational, departmental, and individual goals;
- Contribute to a customer-friendly, collaborative, and professional environment for staff and the public, e.g., by assisting as needed with any aspect of departmental – and occasionally organizational – activities;
- Adhere to schedules;
- Adhere to applicable state and federal laws and organizational policy, in particular, the elements of the LAHS Employee Handbook.

Physical Working environment:

- Full time;
- Workplace may be an office or museum setting at various multiple-storied locations, and/or outdoors as needed;
- Work may occasionally require evening and/or weekend hours.

Qualifications and Key Competencies:

- **Required:** Any combination of education, training, skills, experience, or technical abilities equivalent to:
 - AA degree in office administration or management or similar course of study;
 - 2-4 years of successful experience in the field;
 - Successful customer service experience;
 - Proven organizational skills;
 - Ability/willingness to work collaboratively;
 - Excellent and legible written communication skills;
 - Excellent oral communication skills;
 - Computer skills including fluency in the use of Microsoft Word and Excel;
 - Demonstrated use of Dreamweaver or other website software;
 - Experience contributing content to and posting on social media and websites;

- Experience with virtual meeting tools such as Zoom, Microsoft Teams, GoToMeeting, etc.
- Ability to work independently;
- ***Possession or acquisition within 6 months of a valid U.S. state driver's license, preferably from New Mexico;
- ***The ability to lift and move materials up to 25 lbs. from one location to another;
- ***The ability to climb stairs.

***** These are considered essential functions of the job.**

- **Preferred**

- Experience working in or with museums;
- Interest in history, in particular the history of Los Alamos;
- 3-5 years office-type experience.

Disclaimer: This job description is not designed to cover every duty required or working situation and can be changed or updated at any time.