

JOB DESCRIPTION – Administrative Assistant

JOB TITLE: Administrative Assistant

EMPLOYEE CLASSIFICATION: Full time, Non-Exempt, paid time-off

WORK SCHEDULE: Varies, Monday – Sunday from 8:30 a.m. – 5:30 p.m. Occasional weekends and evenings required.

REPORTS TO: EXECUTIVE DIRECTOR

JOB SUMMARY: The administrative assistant works collaboratively with the Flint Children's Museum management team performing a variety of administrative tasks and services to help achieve the strategic goals and objectives of the Museum. S/he is required to take direction and work intuitively in a professional and appropriate manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Manages incoming and outgoing social media and email communications, delegating work to the appropriate staff members accordingly. Responsible for organizing content for email and posting to social media and print media, promotional content, coupons, discounts, and partnership offers. (20%)
Marketing/Communications
2. Maintains various databases and spreadsheets in compliance with grant requirements with complete and accurate information. (10%) **Data Entry**
3. Assists with solicitation of donations, including mass mailings, annual appeals, annual fundraisers, special events, monthly sponsorships, in-kind contributions, and more. Manages donor database(15%) Data Entry/Event Planning/Fund Development
4. Manages volunteer applicants, coordinates volunteer works/schedules with projects based on priorities and available resources. (10%) Volunteer Coordination
5. Assists in and/or attends events, programs, and outreach as a representative of FCM. (10%) Event Planning/Marketing
6. Provides general support to management staff including making phone calls, mailing, filing, emailing, scanning, faxing, and copying. Assists in maintaining office, operational, and programming supplies. (10%) Office Support
7. Looks for ways to streamline processes and communications. Facilitates and ensures communication among management team; maintains planning calendars and schedules for management staff. (5%) Office Support
8. Participates in regularly scheduled staff meetings and composes minutes. (5%) Office Support
9. Identifies professional development opportunities for all staff. (5%) Office Support
10. Maintains electronic filing systems. (5%) Office Support
11. Regularly tests water quality. (3%) Office Support
12. Produces documents and reports as requested. (2%) Office Support
13. Maintains a positive and professional working relationship with community partners to promote the FCM. (100%)

1602 W. University Ave.  Flint, MI 48504  810-767-5437

www.flintchildrensmuseum.org

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14. Supports a dynamic, playful, comfortable, and accessible educational environment. (100%)
15. Consistently works in a positive and cooperative manner with all staff and promptly responds to visitor needs. (100%)
16. Remains current with FCM's policies, standards, and communications. (100%)
17. Performs additional tasks as requested. (10%)

QUALIFICATIONS:

1. Bachelor's degree or higher in business administration preferred, or equivalent experience.
2. Minimum one year experience in nonprofit or business administration.
3. Must possess strong organization, evaluation, and problem solving/critical thinking skills.
4. Ability to work independently and see tasks through to completion with accuracy and without supervision.
5. Strong written and verbal communication skill, including strong interpersonal skills with a high level of comfort contacting and speaking with potential donors, community partners, teachers, visitors, and others.
6. Ability to prepare and present understandable and informative reports.
7. High energy leadership, flexibility, intellectual curiosity, with an openness to working with a wide range of staff and volunteers in a fast-paced environment.
8. Intermediate computer skills with the ability to troubleshoot and work through information technology requirements. Working knowledge of Microsoft Office Suite, Internet browsing, social media platforms, and email systems.
9. Must be able to prioritize and plan activities in a timely manner.
10. Ability to adapt to changes in the work environment and balance competing demands.
11. Flexibility and reliability to work evenings, weekends, and special events.
12. Discretion, confidentiality, professionalism, and commitment to excellence.

PHYSICAL DEMANDS

1. Must be able to perform work outdoors (up to 30%).
2. Must be able to climb, bend, stoop and reach.
3. Must be able to walk and/or stand for long periods.
4. Working in confined spaces is sometimes required.
5. Must be able to push, pull or lift at least 25 pounds.
6. Must be able to read and write various forms of material and recognize symbols and colors.

SUPERVISORY RESPONSIBILITIES

None.

Interested applicants send cover letter and resume to
discovery@flintchildrensmuseum.org

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