

Job Title: Executive Assistant and Board Liaison

Reports To: CEO

Job status: Full-time, Benefits Eligible

Classification: Exempt

Job Description: The Executive Assistant and Board Liaison provides a wide range of support services for the President and CEO and the Museum. The responsibilities of this role encompass both organizational and administrative functions. This role supports the CEO in schedule management, Board liaison duties, executive office communications, and gate keeping. The Executive Assistant contributes to achieving the CEO's vision by fulfilling a variety of functional responsibilities within the authority specifically delegated by the CEO. This position provides CEO with correct, timely and relevant information and well-analyzed recommendations that support executive strategic initiatives, particularly involving the Board of Directors. He/she oversees heavy calendar management, schedules travel arrangements, manages executive's expense reports, is a liaison between the CEO and the museum's management team, and is a key interface in building and maintaining client relationships relevant to the executive office.

Duties and Responsibilities

CEO Communications and general support:

- Handle scheduling for CEO for internal and external meetings, as needed. Do prep research for meetings.
- Schedule and prepare agenda for bi-weekly Directors meetings.
- Meet regularly with CEO to provide information and deliverables that help CEO to be more productive and effective.
- Conference scheduling for CEO – registration, hotel and airline (approximately 5 per year)
- Prepare monthly credit card expense statements for CEO and EA.
- Scan publications for information helpful to CEO.
- Set up communications with museum leadership that keep the most essential, time sensitive items at the fore front of agendas.
- Fields phone calls, takes requests for meetings and coordinates various aspects of interdepartmental communication as necessary.
- Helps prepare draft correspondence, speeches, presentations and announcements from the executive office.

- Facilitates general staff communications from the office of the CEO, schedules and supports the logistics of staff meetings events, coordinates appropriate recognition of staff transitions.

General Office Administration:

- Maintains and updates staff Emergency Contact Information and written procedures.
- Sort daily mail.
- Assesses copier use, manages supplies and service and supports efforts to economize this resource.
- Assures that the leadership offices are adequately equipped with supplies and materials.
- Update THM All Staff Address book on Outlook when there are staff changes.
- Performs a wide variety of general secretarial duties as required.
- Assist with event prep and on site, when needed – (Welcome reception, Exhibition opening, Gala, etc.)

Board Liaison: Manages the yearly calendar and scheduling of all Board, Executive and Board Committee meetings. Four Board meetings, seven Executive Board and all Board Committee meetings.

- Works with the CEO and key staff to gather relevant information to prepare Board packets and distributes packets in a timely manner.
- Leads the preparation for all Board, Executive and committee meetings, sending out invites, coordinating the hospitality and related set up, maintaining RSVP list, and taking the meeting minutes.
- Transcribes meeting minutes of Board and Executive Committee and Directors meetings and follows up with assignment reminder as needed.
- Manage Board, Advisory Board and Committee member rosters and maintains updated Museum stationary.

Job Requirements

This position requires a work history of 3 to 5 years that demonstrates, competence, initiative, management skills, effectiveness at personal communications and the ability to handle highly confidential information.

Bachelor's Degree in Liberal Arts -- Public Administration, Communications, Marketing, or Organizational Development preferred.

Comfortable with and has experience with all aspects of Micro-soft Office Suite.

Please send resumes to hr@thehealthmuseum.org.