



Nordic Museum 2018 Job Description

Position Title:	Executive Assistant
Department:	Executive
Reports To:	Executive Director/CEO
Status:	Full Time - Exempt
Revision Date:	07/24/2018

Position Overview	The Executive Assistant provides primary administrative support to the Executive Director/CEO and serves as the communications liaison to the Board of Trustees.
Essential Job Functions	<ul style="list-style-type: none"> • Act as "entry point" for Executive Director/CEO. Interface with all levels of internal/external contacts; requires exceptional discretion, discernment, judgment, initiative and follow-through. • Manage Executive Director/CEO's calendar, national and international travel. • Draft, edit, and proof Executive Director/CEO's internal and external correspondence, speaking points, presentations, articles, and reports. • Support Executive Director/CEO's outreach efforts and assist with the production of promotional programs. • Liaise with Board President, Trustees and committee leadership; facilitate Board communications, attend and take minutes at appropriate Board and committee meetings. • Maintain Board records and Trustee information, draft and organize Board and Board committee meeting materials, prepare executive reports, and assist with governance projects. • Plan and organize meetings, events, dinner programs and receptions. • Collaborate across departments to manage shared calendars and space allocation for meetings and museum functions. • Accurately track and document Executive Director/CEO's expenses and reimbursements. • Facilitate and manage logistics for special projects and drive completion of deliverables. • Represent the Museum at Museum sponsored programs and other community events as required.
Other Skills/Abilities	<ul style="list-style-type: none"> • Ability to manage multiple tasks and projects with high energy and strong problem-solving skills. • Ability to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints. • Ability to follow complex oral and written instructions; interpret and present information effectively. • Excellent communication, effective listening and interpersonal skills. • Ability to anticipate challenges, take initiative and provide solutions to achieve department and organization objectives. • Must be able to quickly and accurately assess priorities.



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	<ul style="list-style-type: none">• Proactive in meeting important deadlines.• Highly organized and detail oriented.• Ability to maintain strict confidentiality of highly sensitive data, records, conversations.• Excellent verbal, writing and editing skills: English usage, spelling, grammar, punctuation and vocabulary.• Adaptable to changing business situations and environments.
Requirements	<ul style="list-style-type: none">• BA or equivalent + 5 years relevant experience• Occasional weekend and evening work• Proficient in Microsoft Office including Word, Outlook, Excel, Publisher, and PowerPoint• Proficient in PC platform• Valid drivers license• Ability to lift 20lbs• Ability to be seated/standing for extended periods

NOTE: This job description is not intended to be all-inclusive. All employees are expected to perform other duties to meet the ongoing needs of the organization.