



Executive Assistant (part-time, 21 hours/week)

About the Job

The Executive Assistant provides essential administrative support to the Staten Island Museum's President & CEO. Responsibilities include greeting guests, managing the President's calendar, handling phone calls and correspondence, maintaining updated contacts and files, and preparing for meetings, among other office tasks. The Executive Assistant is expected to handle themselves with diplomacy and professionalism in interfacing with Trustees, donors, visitors and in coordinating with other staff team members. The Executive Assistant must exercise discretion with access to sensitive and confidential information. As a member of a small staff, the Executive Assistant helps provide overall office support and may be called upon to provide additional support as needed at museum programs and events. This is an excellent opportunity to experience the inner workings of museum administration and learn about non-profit operations.

Primary Responsibilities

- Manage executive calendar, including booking, confirming and preparing materials and spaces for meetings
- Draft and distribute correspondence
- Enter and maintain contact lists
- Greet and direct office visitors
- Interface with Trustees and donors
- Prepare materials for Board of Trustees meetings
- Sort mail and assist with mailings
- Purchase and maintain office supplies
- Liaise with museum staff on projects and requests as assigned
- Handle confidential information and diplomacy in communications
- Other administrative tasks as needed
- Provide support to museum events as a staff team member

Knowledge and Skills

- Self-starter who can work with minimal direction
- Strong organizational skills, excellent time management skills and ability to prioritize work
- Excellent attention to detail and problem-solving capabilities
- Ability to work in fast-paced environment
- Positive, can-do attitude and flexibility given variety of tasks

Qualifications

- Minimum 2 years of prior office or clerical experience; previous experience managing a calendar and scheduling highly desirable.



- Computer skills needed – word processing, email, spreadsheets, presentation design, and database experience preferable (museum uses Altru)
- Working knowledge of office equipment: printers, copier, phone

Schedule: Part-time, in office approximately 21 hours 3 days/week between M-F. , can be flexible about schedule. Occasional evenings and weekends required to attend programs and community events.

Compensation: \$20/hr. plus paid sick leave in accordance with NYC law.

New York City Key to New York COVID-19 Vaccination Mandate

The health and safety of our Museum community is the highest priority. As such, the Museum is requiring all newly hired staff members to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccine as a condition of employment. Requests for reasonable accommodations for medical, religious, or other reasons will be considered in accordance with applicable law. All staff are required to wear masks while working in Museum spaces.

About the Staten Island Museum

Founded in 1881 and celebrating its 140th year, the Staten Island Museum engages visitors with interdisciplinary exhibitions, public programs, and educational activities for all ages. It is the mission of the Staten Island Museum to spark curiosity and generate meaningful shared experiences through natural science, art, and history to deepen understanding of our environment, ourselves, and each other.

To Apply

Email a cover letter with resume to apply@statenislandmuseum.org with subject line Executive Assistant – [first and last name] to the attention of Janice Monger, President & CEO, or via mail to 1000 Richmond Terrace, Bldg A, Staten Island, NY 10301. No phone calls, please.

The Staten Island Museum is an Equal Opportunity Employer. The Staten Island Museum (SIM) and the Staten Island Cultural Institutions Group (SI CIG) values, celebrates, and is committed to fostering diversity, equity and inclusion. SIM believes building an inclusive and equitable environment is an ongoing, active process that requires constant and deliberate mindfulness and attention. Through policies, procedures and programs, SIM values and seeks the strengths of human variety in race, ethnicity, culture, language, religion, personal beliefs, gender, gender fluidity, sexual orientation, family structure, age, ability, veteran status, socioeconomic status, geography, immigration status, and country of origin. Across communities, in programming, with staff, boards of directors, volunteers, artists and visitors, SIM persistently strives to build a culture of diversity of voice and representation, authentically inclusive spaces and equity for all.

Please visit the Museum’s website at www.statenislandmuseum.org for more information.