



**THE AFRICAN AMERICAN MUSEUM IN PHILADELPHIA**  
**JOB DESCRIPTION**

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**POSITION TITLE:** Executive Assistant to the President  
**DEPARTMENT:** ADMINISTRATION  
**POSITION REPORTS TO:** PRESIDENT AND CEO, ASHLEY JORDAN

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**POSITION SUMMARY:**

The Executive Assistant to the President provides comprehensive administrative and operational support to the President of the African American Museum. This individual will play a crucial role in facilitating the President's daily activities, managing communications, coordinating events, and ensuring the smooth functioning of key museum initiatives. The ideal candidate will be highly organized, proactive, and committed to preserving the mission and values of the museum.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Manage the President's calendar, including scheduling meetings, conference calls, travel, and events.
- Prepare briefing materials, agendas, and presentations for meetings and engagements.
- Monitor and prioritize the President's communications (email, phone, and in-person) and respond as needed.
- Handle sensitive and confidential information with discretion and professionalism.
- Serve as a point of contact between the President and internal/external stakeholders, including museum board members, donors, patrons, and government officials.
- Draft, proofread, and send communications on behalf of the President.
- Represent the President in correspondence and meetings when needed, ensuring alignment with museum priorities and values.
- Plan, coordinate, and execute special events hosted by the President or museum leadership, including VIP visits, museum openings, and donor events.
- Assist with fundraising events and initiatives, coordinating with museum development teams.
- Organize and maintain a filing system for important documents, contracts, and records related to the President's activities.
- Assist in preparation of reports, presentations, and board materials as required.
- Provide support in the preparation of grant proposals, funding requests, and strategic plans.
- Monitor key deadlines and ensure timely follow-up on important tasks and projects.
  
- Plan and coordinate complex travel arrangements, including flights, accommodations, and itineraries for both domestic and international travel.
- Ensure the President's schedule is optimized during travel and that all logistics are handled seamlessly.
- Maintain strict confidentiality regarding the President's personal and professional matters.
- Handle sensitive information with the utmost care, understanding its implications for the museum's mission and public relation

**QUALIFICATIONS, SKILLS AND ABILITIES:**

Education/Experience Required:



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- Bachelor's degree or equivalent experience.
- Proven experience as an executive assistant, personal assistant, or similar role, preferably within a cultural institution or nonprofit organization.
- Strong understanding of African American history and culture is preferred.
- Exceptional organizational, multitasking, and time management skills.
- Excellent written and verbal communication skills, with the ability to represent the President in diverse settings.
- High proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with project management software.
- Ability to manage complex and high-pressure situations with grace and professionalism.
- Strong interpersonal skills and ability to work collaboratively with museum staff, board members, donors, and community leaders.

#### Skills & Abilities Required:

- Excellent writing, verbal, organizational and communication skills.
- Possess strong analytical, planning and problem-solving skills.
- Detailed oriented.
- Strong Microsoft Office (Microsoft Word, Excel, PowerPoint, Outlook, etc.), Past Perfect and FileMaker Pro skills.
- Ability and willingness to develop an understanding of the Museum profession
- Excellent interpersonal skills and able to work well with others in a team setting
- Ability to work in non-profit environment; adhere to deadlines; demonstrate flexibility in meeting shifting demands and priorities.
- Ability to establish and manage effective working relationships with staff, volunteers, and members of the public; exercise tact and diplomacy at all times; demonstrate an understanding of protocol and sensitivity to cultural diversity issues.
- Ability to work some weekends and special event hours.

#### **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

Full-time, Monday through Friday, with occasional evening or weekend work required for museum events or travel. Some remote work may be possible as per organizational guidelines.

#### **EMPLOYEE ACKNOWLEDGEMENT:**

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the supervisor. All requirements are subject to change over time, and to possible modification to reasonably accommodate changing institutional needs and individuals with a disability.