



THE AFRICAN AMERICAN MUSEUM IN PHILADELPHIA
JOB DESCRIPTION

POSITION TITLE: ASSISTANT TO THE VICE PRESIDENT
DEPARTMENT: EXECUTIVE
REPORTS TO: VICE PRESIDENT OF PROGRAMMING
VICE PRESIDENT OF FINANCE AND ADMINISTRATION

POSITION SUMMARY:

This position is responsible for expediting, facilitating and promoting the work of the office of the Vice President of Finance and Administration and the Vice President of Programming (the Vice Presidents). This means assisting the Vice Presidents in carrying out responsibilities, including assistance with correspondence, scheduling, file maintenance and assistance with Board of Directors activities.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Office support, including but not limited to: word processing, desktop publishing, database entry and maintenance, spreadsheets, filing and maintaining filing systems, record keeping, faxing, copying, purchasing, sorting mail and email, receiving and redirecting incoming phone calls and messages, responding to inquiries and assisting with written and oral correspondence (including mailings).
- Development of minutes of important meetings
- Facilitate continuous improvement of office procedures, systems and forms.
- Maintain the Vice Presidents' appointment schedule by planning and scheduling meetings, conferences, teleconference, and travel
- Maintain confidentiality of privileged and sensitive information
- Manage travel for the Vice Presidents
- Provide general administrative support to the Vice Presidents.
- Assist the Vice Presidents with daily operations and special projects as needed
- Be present for special events/development functions, as requested.
- Become familiar with AAMP, its mission, exhibits and programs. Be prepared to answer questions from visitors, funders and staff and knows where to direct them for further information. Provide prompt and courteous customer service at all times
- Perform duties for senior staff as available and approved by the President.

QUALIFICATIONS, SKILLS AND ABILITIES REQUIRED:

Education/Experience Required:

- Associate's Degree (preferred, a combination of skills and experience will be considered in lieu of educational requirement)
- A minimum of two years' experience related to not-for-profit organizations
- Three to five years administrative assistant experience is preferred

Skills & Abilities Required:

- Excellent writing, verbal, organizational and communication skills



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- Excellent skills in word processing, filing and maintenance of filing systems
- Strong Microsoft Office (Microsoft Word, Excel, PowerPoint, Outlook, etc.) and database skills
- Ability and willingness to develop an understanding of the Museum industry
- Focused attention to detail and sound analytical skills
- Ability to manage multiple schedules
- Proven experience multi-tasking, organizing and prioritizing work
- Ability to handle requests and inquiries and respond within a timely manner
- 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 handle sensitive information appropriately and confidentially
- 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:

Must be able to remain in a stationary position for extended periods of time operating a computer and other office productivity devices such as a calculator, telephone, and copy machine. Must be able to adapt to high paced environment, occasionally moving/lifting light weight equipment and other work-related objects up to 25lbs. May have to work late nights, weekends.

Expected minimum hours: 37.5 per week

Please send your resume, references and cover letter to hr@aampmuseum.org