



Position Description: Executive Assistant to the President/CEO and Office Manager

About the International African American Museum

The International African American Museum (IAAM), is a museum, memorial, and site of conscience that will present unvarnished history and culture, commemorate and celebrate the foundational role that Africans and their descendants played in the making of America, and highlight their diasporic connections around the world.

Nearly half of all enslaved Africans forced to America through the Transatlantic Slave Trade arrived in Charleston, and the vast majority disembarked at Gadsden's Wharf, the future home of the IAAM and one of the most significant and sacred sites of the African American experience in the Western hemisphere. The IAAM will include immersive, interactive exhibits engaging to all ages and feature the Center for Family History, a leading genealogy archive that will help visitors identify their individual threads in the complex tapestry of history.

Position Overview

Description: The International African American Museum is accepting applications for the position of Executive Assistant to the museum's President and CEO and Office Manager. Successful applicants will have exceptional organization and project management skills, as well as a proven professional track record.

Responsibilities:

President and CEO Executive Assistant Duties

- Supervise executive calendar and field requests for meetings and speaking engagements.
- Make travel arrangements and keep records of travel expenditures.
- Prepare reports, memos, invoices, letters, and other documents.
- Open, sort, and distribute mail, respond to emails, and other correspondence.
- Prepare documents and materials for meetings and presentations.
- Plan and host executive level appointments, meetings, and events.
- Run errands, as needed.

General Communications

- Serve as the ambassador for the institution by managing all incoming communications, and routing calls and inquiries to the correct department.

- Field requests and manage all external communication from the IAAM website/social media platforms.
- Accurately record and archive meeting minutes.

IAAM Office management

- Track what supplies are needed and assure they are ordered to meet needs.
- Manage office services like housekeeping, etc. and cover for any gaps in services.
- Complete daily Post Office pick up and drop offs during the business week.
- Open and distribute mail efficiently (within 1 hour of mail reaching office).
- Keep office equipment is working order.
- Keep files current.
- Provide general administrative support to department heads, as needed.
- Suggest more efficient ways to run the office and troubleshoot malfunctions.

General assistance with programming and events

- Take requests for speakers and follow up as needed.
- Be present as appropriate (or make arrangements for others to be present) to set up/take down, work information table, materials, etc.
- Promote and/or report on events on all IAAM social media platforms as appropriate.

Requirements:

- Proven experience as a highly functioning executive assistant at a major institution.
- In-depth understanding of entire MS Office suite, and database platforms.
- High School diploma required, post-secondary education preferred.
- Ability to organize a daily workload by priorities.
- A proactive approach to problem-solving with strong decision-making skills.
- Professional level verbal and written communications skills.
- Good character and excellent interpersonal skills.

Recruitment and Application Process:

- Start Date: as soon as possible but no later than October 1, 2018
- Compensation commensurate with experience
- Benefits including: medical, dental, vision, paid vacation and sick leave.
- Parking is not available.
- Term: full-time, permanent position
- Travel: regional
- To Apply: Please submit a cover letter, a list of three professional references, and a resume to Elijah Heyward, Chief Operating Officer at admin@iaamuseum.org. No phone calls please.

The International African American Museum is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.