

Position Announcement

Position: Executive Assistant
Reports to: CEO
Status: Full-time, non-exempt
Schedule: Monday through Friday, 9 am to 5 pm (some evenings and weekends required)
Salary: \$40,000 to \$45,000
Location: Onsite, Jamestown, NY
Start Date: Position remains open until filled

Position Summary

The Executive Assistant provides high-level, confidential administrative support to the Chief Executive Officer. More broadly, the Assistant serves as the de facto lynchpin for ensuring the smooth and efficient operation of the museum. The ideal candidate must be creative and enjoy working within an environment that is mission-driven, results-driven and visitor-centered. They will have the ability to exercise good judgment in a variety of situations and will possess strong written and verbal communication, administrative, and organizational skills. The ability maintain a realistic balance among multiple priorities is imperative.

PLEASE NOTE: Only candidates who meet or exceed the position skills, characteristics and experience will be considered for this position.

Core Responsibilities

- Provide comprehensive support services to the CEO, including scheduling, calendar management, internal and external communications, contract and document management, and archiving
- Serve as liaison between CEO and Board Members for scheduling meetings, maintaining up-to-date board and committee lists, distributing agendas, taking/editing board meeting minutes
- Process all invoices and receipts, and manage use of corporate credit card, coordinating with CEO and contractual bookkeeper to ensure compliance with internal controls.
- Monitor the building and grounds for maintenance and capital issues, liaising with JCC as needed
- Facilitate weekly staff meetings
- Manage office supplies for all staff
- Monitor “Events” and “Info” email accounts, distributing to all staff
- Cover VEA desk as may be needed
- Manage “Museums for All” and “Arts Access Pass” programs
- Maintain roster of volunteers
- Manage Bluebird Trail volunteers
- Special projects and other duties as assigned

Development/Public Relations

- Serve as an ambassador for RTPI within Jamestown and the surrounding region

Supervisory

- This position has no direct reports

Required Experience

- Minimum 3-5 years of executive assistant experience

Essential Skills and Characteristics

- Familiarity with non-profit sector, with a passion for the mission work of RTPI
- Strong interpersonal skills with the ability to take initiative, multi-task, be a team-player, be flexible, adapt to shifting priorities, and prioritize work
- Excellent communication skills, both verbal and written
- Demonstrated writing and analytical skills
- Excellent organizational skills, commitment to accuracy and attention to detail
- Good judgment and ability to function independently
- Good working knowledge of all Microsoft Office applications
- Ability to manage up and down, with an emphasis on mentoring early career staff
- Ability to handle sensitive and confidential situations with diplomacy
- Highly experienced in electronic communications
- Must possess high personal standards and a positive attitude, be detail oriented, and work well both independently and as part of a team

Compensation

The Executive Assistant is a full-time, salaried position. The starting salary ranges between \$40,000 and \$45,000, depending on experience, plus a generous benefits package including health, vision and dental insurance and an employer-funded 403(b) retirement plan.

About the Roger Tory Peterson Institute

Home to the largest collection of Roger Tory Peterson's original artwork, the Roger Tory Peterson Institute is a museum dedicated to Art that Matters to the Planet. Through world class exhibitions and programs, RTPI illuminates the beauty of nature; challenges us to confront environmental issues of regional, national and global concern; and inspires us to preserve the earth's biodiversity – with a particular emphasis on the natural area wonders of Western New York.

RTPI is an Equal Opportunity Employer.

How to Apply

Please combine cover letter and resume into a single PDF and email to: Newhire@rtpi.org.

Please include "Executive Assistant" in the subject line. PLEASE NOTE: only those candidates who meet or exceed the position requirements will be considered for this position.