



Position Available: **Administrative Assistant**

Employment Category: **Full Time/Non-Exempt**

The Buffalo History Museum is seeking a full-time Administrative Assistant starting in mid-late July.

Overview:

The Administrative Assistant serves as the first point of contact for the Executive Office and should be friendly, welcoming, engaging, and pleasant. This person enhances effectiveness within the lively Museum, supporting the Executive Director, Board of Managers, Advancement and Operations Teams by maintaining calendars, composing and editing correspondence, recording meeting minutes, scheduling and managing catered and non-catered rental events, maintaining files, processing donations and maintaining constituent database, and coordinating meetings with both internal and external parties.

Preferred Skills and Abilities:

The ideal candidate will be self-motivated, extremely well organized, and able to proactively manage multiple agendas at once with diplomacy, accuracy, and good cheer. They will also have the following skills and abilities:

- Excellent written and verbal communication skills
- Advanced understanding and experience with Microsoft Outlook and Office programs
- Self-starter with the ability to work independently, confidentially, and within deadlines
- Ability to work with a variety of people in a professional manner and display a friendly phone demeanor
- Knowledge of modern office practices and procedures, including business correspondence, records management, and proper English usage including copy editing, proofreading, grammar and punctuation
- Ability to successfully multi-task, organize, coordinate, and maintain records and prioritize work
- Education or training equivalent to an associate degree and three to five years administrative experience working for management level personnel
- Knowledge of donor database software and/or Notary Public are a plus

Salary and benefits

This full-time non-exempt position will pay an hourly wage of \$16+, depending on experience. In addition, you are entitled to a generous benefits package, including health insurance and paid time off.

How to Apply

Please prepare a cover letter and resume in one PDF document, saved as "Last name. First name. Admin Application" and in subject bar to Kelsey Reed, at kreed@buffalohistory.org by Friday, July 2nd. No phone calls.