

Position Title: **Executive Administrative Assistant**

Immediate Supervisor(s): **President and CEO**

FLSA Status: Exempt

Job Type: Full-Time

Salary: Commensurate with experience

Summary: The role of an **Executive Administrative Assistant** (EAA) is to provide support to the President and CEO of the museum and other administrative staff, in order to ensure a professional, courteous, and efficient office environment. The EAA is also responsible for managing and coordinating meetings and activities of the Museum's Board of Directors and the Foundation Board. This includes performing various administrative tasks, coordinating correspondence, and providing day-to-day assistance to the President and CEO. It is important to note that this position requires flexibility and may involve occasional travel between our three locations, with all expenses being reimbursed.

Responsibilities & Duties

General

- Provides administrative support and assistance to the President and CEO.
- Provides support with special projects and museum events
- Deliver exceptional customer service to the Board, Members and visitors. Orders office supplies and ensures office supply expenses are within budget.
- Serves as the primary contact for internship and volunteer requests, and coordinates such requests with appropriate staff.
- Organizes and sends out monthly all-staff Zoom meetings
- Maintains a mastery institutional calendar of events

Office Administration

- Performs clerical and administrative tasks, including drafting letters, memos, reports, expense reports, and other documents.
- Arranges travel and accommodations for the President and CEO.
- Schedules meetings, prepares meeting agendas, and takes meeting notes.
- Answers and transfers phone calls, screening calls when necessary.
- Maintains files and pertinent ACWM documents in accordance with Record Retention protocol.
- Responsive to emails, calls, and requests on evenings and weekends
- Performs other duties or projects as assigned.

Board Management

- Assumes full responsibility for the management of board activities, minutes, and agenda development in coordination with Board Chair and President and CEO. Serves as the primary point of contact for members of the Board of Directors.



- Schedules, plans, and coordinates with Museum leadership for all Full Board and Committee Meetings.
- Ensures all reports are coordinated for timely distribution to the Board in advance of all meetings.
- Other duties or projects as assigned by the President and CEO.

Required Skills/Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent organizational skills and attention to detail.
- Ability to work independently and collaboratively.
- Ability to coordinate multiple projects and excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and, at times, stressful environment.
- Superior copy-editing skills
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- Ability to type a minimum of 50 words per minute.
- Demonstrated ability to interact effectively with the Board of Directors and museum team.
- Extremely proficient with the Google suite (especially Docs, Sheets, and Calendar), Microsoft Office suite (especially Word, Excel, and PowerPoint), and the ability to learn new or updated software.
- Experience working with Zoom
- Demonstrated ability to maintain the highest levels of confidentiality.
- Detail-oriented with excellent organizational and customer service skills.

Physical Requirements

- Prolonged periods sitting at a desk or working on a computer.
- Must be able to lift 20 pounds at times.

Education & Experience

- Associate's degree required; Bachelor's degree in Business Administration or related field preferred.
- At least three-four years of related experience.

Preferred Experience

- Previous administrative experience in a museum, historic site, or cultural institution

To apply, please send current resume and cover letter to Cara Sisson at csisson@acwm.org



Mission: The American Civil War Museum explores, inspires, and promotes the public's understanding of the Civil War – its causes, course, and consequences.

About Us: The American Civil War Museum is the preeminent center for the exploration of the American Civil War and its legacies from multiple perspectives. We are so much more than a collection of artifacts. We are storytellers and educators. In the battle against the all-too-human instinct to wish the past were simple, we're exploring the unparalleled significance the American Civil War holds to the complexities we face today. We believe that understanding this period of America's development is fundamental to understanding current society, culture, and who we are as Americans.

The American Civil War Museum is a national resource for connecting people to the history and legacies of the American Civil War. Our vast collection of artifacts provides the backdrop for the stories we share. With locations in Richmond and Appomattox, the Museum explores the stories of the Civil War era through our award-winning exhibits and programs. Visit us at acwm.org to find out more.

DISCLAIMER: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.

Equal Employment Opportunity (EEO): The American Civil War Museum provides equal employment opportunities for all applicants and employees. We do not unlawfully discriminate on the basis of race, color, creed, ancestry, medical condition, religion, sex, national origin, age, disability, veteran status, marital status, sexual preference or any other basis prohibited by federal or state law or local ordinance applicable to our work locations. We also make reasonable accommodations for disabled employees if we are aware of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADA/ADAAA. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs. Finally, we prohibit the harassment of any individual.