



Executive Assistant

Location: Wilmington, NC

The Children's Museum of Wilmington

The Children's Museum of Wilmington has been serving the greater Wilmington area for over 25 years. Nestled in the downtown Historic District, the Museum boasts over 15,000 square feet of indoor and outdoor interactive exhibit space. The Museum offers programming, field trips, outreach, camps, birthday parties, and facility rentals. Our mission is to provide a welcoming and engaging environment that promotes hands-on art, science, and literacy-focused learning for children and families. Learn more at playwilmington.org.

Hours:

Full-time, 40 hours per week

Monday through Friday 8:30 am - 5:30pm

Occasional nights and weekends required as needed to support special events

Job Description

The Executive Assistant is an integral member of the Museum's team by providing a variety of support to the Executive Director furthering efficient execution of Museum operations. This position oversees administrative business logistics, basic bookkeeping and financial management, provides human resources support, and ensures legal compliance. Professionalism, excellent communication, organizational, and time management skills are essential. The Executive Assistant works with all team members. This position reports directly to the Executive Director.

Duties and Responsibilities

Administrative

- Provide comprehensive administrative support to the Executive Director through organizational, operational, and legal projects.
- Organize meetings, scheduling, sending reminders and catering when necessary.
- Ensure organized and proper record handling in accordance with law and the organization retention policy.

- Manage shared professional work equipment, ensure office supplies are stocked, and schedule regular maintenance and needed repairs.
- Work with staff to order program, event, janitorial, maintenance and exhibit supplies.
- Regulate correct use of company calendar by staff; update information to reflect active Museum events, fundraisers, programs, and staff/volunteer birthdays.
- Oversee Point of Sales system, Altru, through troubleshooting, ticketing, event, programming, and daily sales management.

Finance

- Coordinate and carry out day-to-day financial functions including keeping an accurate count of cash within the Museum and cash registers, maintaining ample change for sales, recording daily sales transactions, deposits and credits using QuickBooks Online.
- Maintain accurate filing and labeling of receipts for monthly credit card reconciliations, budget tracking, purchasing & billing, internal use, grant reporting, and external audits according to the organization retention policy.
- Assist with budget preparation and financial reporting as necessary.

Human Resources

- Work with managers to conduct onboarding and offboarding paperwork for all staff and volunteers
- Work with the Executive Director and appropriate committees to ensure policies and procedures are up to date.
- Maintain knowledge of and help manage operational procedures; ensure the business office is professional and in compliance with all policies, regulations, and laws.
- Monitor staff scheduled and worked hours, correcting as needed, and assist the bookkeeper with payroll by submitting bi-weekly part time hours.

General

- Welcome office visitors politely and professionally; identify the purpose of visit before directing them to the appropriate department.
- Assist bookkeeper, committees, and staff in daily activities relating to administrative, finance, workplace operations, and human resource needs as it pertains to the role.
- Assist with Board, Committee, and other projects as assigned by the Executive Director.
- Collaborate with team members on various Museum projects.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities and duties required.

Education & Experience

- 4+ years of experience in business administration or management required
- Bachelor's degree preferred
- Nonprofit and executive assistant experience preferred

Required Skills & Abilities

- Positive, proactive and problem solving mindset
- Ability to maintain staff and guest confidentiality
- Exceptional communication and interpersonal skills
- Drive and passion led by the Museum's Mission and Values
- Experience with Quickbooks, knowledge of basic accounting principles, bookkeeping and money management
- Experience and demonstrated facility with software such as Microsoft Office Suite, Google Suite, Canva, Altru, etc.
- Contribute genuinely to a positive and professional work environment
- Curiosity, eagerness to learn, willing to ask questions, and apply feedback
- Collaborative, creative, and an enthusiasm for new projects
- Experience with development and fundraising is a plus
- Experience working with youth or in youth development is a plus

Benefit Summary:

PTO

10 paid holidays

Health insurance

Parental leave

Parking pass

Pay Range: \$38,000 - \$48,000

The Children's Museum of Wilmington is committed to equal opportunity for all employees and prospective employees without discrimination based upon race, color, religion, national origin, sex, age, personal appearance, sexual orientation, political affiliation, family responsibilities, disability, marital status, or any other category protected by law. This policy applies to all aspects of employment at The Children's Museum of Wilmington, including, but not limited to, recruitment, promotion, compensation, benefits, training and development, access to facilities, discipline, separation of employment, and other terms and conditions of employment.

How to Apply

Interested candidates should submit a resume and cover letter to Executive Director, Jessie Goodwin at jessie@playwilmington.org using the subject line: Executive Assistant

Updated August 2024