

North Carolina Museum of Art Foundation, Inc.



Job Title: Administrative Assistant (Executive Level)
Opening Date/Time: April 24, 2017
Closing Date/Time: May 8, 2017
Job Type: Part-Time Exempt
Location: North Carolina Museum of Art Foundation, Inc.
2110 Blue Ridge Road, Raleigh, NC 27607
Reports to: Deputy Director/CFO

Job Summary:

The North Carolina Museum of Art (NCMA) serves the people of North Carolina and all visitors as a premier destination for compelling encounters with art. We are currently seeking a responsible Administrative Assistant to support our Chief Deputy Director and Chief Financial Officer. The successful candidate is well organized, detailed oriented and has exceptional communication skills.

Major Responsibilities

- Coordinate and maintain internal museum calendar
- Plan appointments and internal meetings
- Arranging travel plans
- Act as the point of contact between Chief Deputy Director /CFO and employees
- Create regular reports and update internal databases
- Input yearly budget
- Manage phone calls and emails
- Respond promptly to query request from all departments
- Facilitate internal communication (e.g. distribute information and schedule presentations)
- Identify and address the needs of Chief Deputy Director and CFO to ensure smooth operations

Minimum Requirements

- 2+ years of relevant experience in administration, executive assistant or similar role
- Knowledge of office procedures
- Familiarity with online calendars
- MS Office and data entry
- Experience using office equipment (printers, fax machines)
- Strong communication skills (via phone, email and in person).
- Experience exercising discretion and confidentiality with sensitive company information

Physical Requirements:

- Ability to lift up to 20lbs
- Ability to sit for long periods of time

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Equipment Used:

Basic office equipment; phone, computer, copier and fax machines

How to Apply:

Please submit your resume, cover letter to hrcnmuseum@gmail.com.

Diversity Statement: The North Carolina Museum of Art Foundation, Inc. is committed to creating an equitable, hospitable, appreciative, safe, and inclusive environment – one that embraces the full spectrum of all community members’ contributions. The NCMA Foundation makes this commitment because: Diversity strengthens the workforce in competence and ability; Celebrating diversity appreciates and values individual differences; Diversity serves an increasingly heterogeneous society; Diversity is crucial to our ability to serve all citizens. The NCMA Foundation encourages and supports staff efforts to reach out to people of all races, national origins, abilities, religions, sexual orientations, veteran status, ages, and genders who visit and who live in communities nearby. This outreach is to focus on engaging in partnerships that expand programs and services in a way that is meaningful and of value to all people. The NCMA Foundation is dedicated to offering quality experiences to all visitors through a workforce and volunteer corps that reflects the diversity of North Carolina.

The North Carolina Museum of Art Foundation, Inc. is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact hrcnmuseum@gmail.com.