

**NATIONAL MUSEUM OF AMERICAN JEWISH HISTORY
JOB OPPORTUNITY**

Job Title: Executive Office Assistant & Office Manager
Department: Executive Office
Reports To: Chief of Staff

JOB SUMMARY

Reporting to the Chief of Staff, the Executive Office Assistant & Office Manager uses sound communication skills and administrative capabilities to provide high-quality professional support to the Museum's Chief Executive Officer/Gwen Goodman Director, Chief of Staff, and Chief Financial Officer, as well as office management services. This position is a key point-of-contact for Trustees, donors, prospects, community and civic leaders, and the general public.

JOB RESPONSIBILITIES

Administrative duties include scheduling, coordinating meetings, making travel arrangements, compiling expense reports, preparing materials and presentations for Board and Committee meetings, drafting correspondence, and providing database support, and other duties as assigned.

Office management duties include ordering office supplies, business cards, and letterhead; providing logistics support for staff meetings; coordinating conference room scheduling; managing common areas, including conference rooms, storage areas, and kitchen; and serving as the first line of printer and fax machine maintenance and support.

QUALIFICATIONS

- A strong appreciation for the mission of the Museum.
- Bachelor's degree required; 2+ years of work experience preferred.
- Must be well-organized and able to thrive in a fast-paced setting while maintaining precise attention to priorities, details, and quality. Must be willing to take initiative, "think on your feet," and exercise good judgment.
- Excellent interpersonal communication and writing skills, as well as tact and diplomacy, are required for regular interaction with high-level internal and external constituents. Requires outstanding internal and external customer service and ability to maintain strict confidentiality of all work-related information.
- Proficiency in Microsoft Office (Word and Excel), Outlook, and PowerPoint required. Experience in Adobe Photoshop, InDesign, and Illustrator a plus.

TO APPLY:

Send resume and cover letter with salary requirements to nmajh-employment@nmajh.org using "Executive Assistant & Office Manager" in the subject line. No calls, please.