

N E W H A M P S H I R E
BOAT MUSEUM

Position Title: Administrative Assistant
Reports to: Executive Director
Status: Part-time, year-round 15 hours a week, \$17 hourly
Application deadline: Now until filled
To apply: Send resume, cover letter, and references to Martha@nhbm.org

Position Summary

The Administrative Assistant is responsible for a range of diverse duties and activities to ensure the smooth operation of the office, correspondence, event and program planning, filing, and assisting the ED and staff with other tasks. Administers all event planning logistics while working with volunteers and staff; handle tasks such as picking up mail, preparing and dropping off weekly deposits, and bulk mailings. Other responsibilities include, but are not limited to, administration of the museum website and calendar, updating social media, answering general inquiries, and overseeing the gift shop.

Qualifications

Qualifications: 3-4 years administrative experience in a fast-paced office setting. Bachelor's degree preferred. Excellent interpersonal, organizational, written and oral communication skills essential. Proficiency working with Wordpress website platform, Microsoft Office, Facebook and Instagram, and online payment processing systems. Highly organized, self-motivated with good time management skills. Must be able to multi-task while working independently as well as with a team. Work schedule includes end of April through end of October staff work from the Museum with weekends and some evening events. November through mid- April work will be mainly remote. This position requires standing, sitting, and climbing stairs to the office (the museum is a historic building with no lift or elevator). There will be times when staff will need to assist with moving exhibit displays or artifacts, or set-up for events, inside and out. Must be able to lift at least 30 lbs floor to waist.