

Executive Assistant (Non-Exempt, Full-time)

Position Summary

The Executive Assistant to the CEO is responsible for providing support to empower the President/CEO to advance initiatives and focus on higher-level leadership activities. Essential responsibilities include Executive Office Management, Board Relations, and Administration. This position will perform varied and highly skilled administrative assistant duties, and as such the role requires excellent customer service in all transactions and interactions, ability to maintain confidentiality, attention to detail, critical thinking, sound judgement, and above all, humor.

Report to: President/CEO

Pay: \$24-26/hour

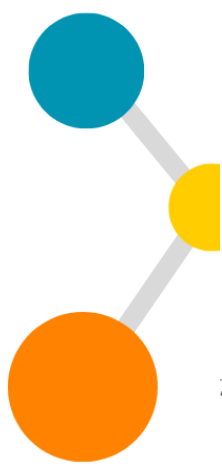
Responsibilities

- Process incoming and outgoing mail.
- Provide direct administrative support to the President/CEO, including, but not limited to: drafting and editing correspondence; helping develop presentations; scheduling calendar appointments; maintaining electronic and paper files including Altru (CRM database); keeping personal office supplies stocked; documenting expense reports; making travel arrangements; preparing for, greeting, and escorting the President/CEO's visitors; maintaining Outlook contacts, etc.
- Serve as the first point of contact for the President/CEO by responding to telephone, email and mail inquiries from the public, board members, and staff.
- Prepare information for the President/CEO to use in internal and external meetings.
- Compile and maintain sensitive and confidential data as requested by the President/CEO.
- Support the CFO/COO with the annual audit, as requested.
- Coordinate, prepare for, and participate in meetings, conferences, and appointments, as required; serve as a representative of the President/CEO's office at meetings and community events, as requested.
- Assist as needed with the assembly of fundraising packets, giving materials, and development mailings including bulk and first-class mailings. Coordinate with Development team for President/CEO's signatures and personalized messages.
- Serve as the President/CEO's administrative liaison to the board of directors and its committees:
 - Assist President/CEO with creating monthly board packets and correspondence.

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- Arranging the logistics for board meetings, retreats, and get-togethers such as conference rooms, venues, meeting materials, tech set-up, and food and beverage.
 - Set up and break down the meeting space for all board meetings, as necessary.
 - Prepare and distribute Board and Board committee meeting notices and calendar invitations.
 - Prepare and disseminate meeting agendas and supporting material for Board meetings.
 - Coordinate recognition activities for outgoing board members for outstanding service.
 - Attend Board and committee meetings and capture accurate minutes of these meetings and distribute appropriately.
 - Keep accurate and up-to-date board records and files. Keep records of officers, members, and committees. Organize and maintain board and committee rosters, attendance, mailing lists, and meeting minutes.

- Maintain consistent inventory of general office supplies.
- Other job duties as assigned.

Requirements, Skills & Qualifications

- Excellent written, interpersonal and verbal communication skills
 - Conscientious and detail-oriented; must have an appreciation of the necessity of following through with paperwork, record-keeping, and documentation.
 - Ability to organize and prioritize varied tasks in a manner that most effectively serves the needs of the organization.
 - Excellent interpersonal skills; must be receptive to the ideas of others and able to work cooperatively to prioritize tasks and accommodate many different and conflicting concerns.
 - Passion for creating a world-class museum that is recognized as a truly outstanding educational experience.
 - Enthusiasm for working in an organization where change is frequent, the structure is evolving, and flexibility, teamwork, and good humor are absolute necessities.
 - Proficiency in all Microsoft Office applications and ability to learn new systems and adapt to emerging technologies.
 - Awareness of issues relating to access and inclusion and the ability to build inclusive and accessible programs.
 - Spanish fluency a plus.
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Education and Experience requirements:

- 3+ years' administrative experience
- Experience with donor management systems/database preferred
- Bachelor's or Associate's degree in any discipline

Additional Information

- Work five days/week (M-F); work occasional weekends; stand or walk for extended periods of time; be highly organized and prompt; work with multiple technologies; troubleshoot and problem solve; communicate effectively and courteously with a variety of people verbally and in writing.
- Schedule and availability reflect that the organization is a 7-day a week operation, with periodic early morning and evening programs.
- Applicant must be able to bend, squat, lift push/pull up to 50 lbs.
- Regular predictable attendance is required.
- Reasonable accommodations may be made in order to allow individuals with disabilities to perform the essential functions.
- Employment background/criminal check is required

Benefits

- Medical insurance options including HSA, PPO Gold, and PPO Platinum plans
- Affordable dental and vision
- 100% employer sponsored EAP, STD, LTD, AD&D, and Life Insurance
- 80 hours of paid vacation, 56 hours of paid sick leave, and 13 paid holidays each year
- Paid Family and Covid Sick Leave

Reasons to apply

- Growth-centered work environment that includes developmental training.
- Playful social culture with opportunities to get to know your coworkers.
- Free admission into local museums including MOXI, Santa Barbara Museum of Art, Lotusland, and Santa Barbara Zoo.

About MOXI

MOXI, The Wolf Museum of Exploration + Innovation® is dedicated to igniting learning through interactive experiences in science and creativity. Located in the heart of Santa Barbara's redeveloped tourist area at 125 State Street, the museum is LEED-certified Gold and serves guests of all ages through its hands-on exhibits and education programs. MOXI is a 501(c)(3) nonprofit organization generously supported by its daily guests, members, facility rentals, and donations from individuals, foundations, and corporate partners.



Who we are

MOXI is a collaborative, creative, and fun place to work. Our team is guided by a set of core values that help **create a joyful place where we empower curious minds to explore the world.**

Our values: We are **Playful**. We are **collaborative**. We are **experimenters** - we take risks and embrace failure. We believe that **diversity is critical to creativity.**

How to apply

To be considered, all applicants must submit a cover letter and a resume.

Email: robin.gose@moxi.org

Website: <https://moxi.org/careers/>

MOXI is an equal opportunity employer committed to diversity at all levels.

