



# PARRISH ART MUSEUM

**Job Title:** Administrative Coordinator

**Reports to:** Deputy Director

**Coordinates with:** Deputy Director, Development Officer, and Director of Finance

**Status:** 35+ hours per week non-exempt

## **PURPOSE AND SCOPE:**

The Administrative Coordinator provides general project and administrative support for the Deputy Director, Development, and Finance departments.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Work with the Deputy Director on specific financial and operational projects and additional projects as needed, related to the policy, procedures, standards, and compliance of the Museum.
- Work with the staff to ensure the adherence of policy and procedures.
- Manage the Deputy Director's calendar.
- Create workflow timelines and facilitate cross functional team collaboration.
- Work with the Deputy Director on contracts and insurance related projects.
- Work with the Development department to coordinate prospect lists and keep them updated.
- Work with the Assistant Manager for Membership to produce the annual Donor Wall.
- Handle the Facility Rental Management in the Museum's database.
- Collect Certificates of Insurance for vendors who are onsite during rental events.
- Work with the Benefits Events Manager to complete sponsorship invoices and work with event committees to help coordinate silent auctions.
- Work with the Director of Finance to run daily revenue reports and create deposits.
- Oversee the onboarding process for new employees by updating job descriptions, posting open positions, running background checks, preparing welcome packets with pertinent forms and the Museum's Employee Manual, and organizing administrative orientation for new hires.

## **QUALIFICATIONS**

**Education:** Bachelor's degree (minimum). Background clearances are required.

**Experience:** 4+ years' experience in an office setting.

**Other:** Must have computer proficiency with Microsoft Office and a working knowledge of the Altru database.

**Working Conditions:** Work will be performed in a normal office environment. Moves about the museum on an as needed basis to successfully perform job. The physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Scope of Authority:** Must accept direction from the Deputy Director, Development Officer, and Director of Finance in executing principal responsibilities.

**Interpersonal Communications:** Candidate should possess strong organizational and interpersonal expertise, as well as excellent written and verbal communication skills. Candidate will be a talented multi-tasker and work well as part of a team. The ability to identify and proactively solve problems is important, as well as having excellent time management skills and the ability to prioritize. Candidate must be able to work both independently and with a variety of staff, vendors, as well as the public. This position requires confidentiality, integrity, understanding, and high ethical standards.

**Disclaimer:** The preceding description is not designed to be a complete list of all duties and responsibilities required of the position.