

## JOB ANNOUNCEMENT

**Organization:** National Museum of Women in the Arts  
**Position:** Administrative Assistant  
**Department:** Administration

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### Position Summary

Under the direction of the Operations Manager, the Administrative Assistant provides vital office wide administrative duties in support of the employees, vendors, visitors, and exhibitions at NMWA. This person primarily supports the Administration Department with Museum wide ordering, common and office area organizing, inventory management, moving, shipping, and other project-based office and cross department supportive duties.

### Major Responsibilities

- Answer main phone line and monitor general voicemail box.
  - Respond to general inquiries.
  - Forward calls and messages to appropriate parties
- Maintain internal contact lists and seating charts.
- Coordinate Mail Shipping and Receiving
  - Receive packages; alert staff of packages waiting for pickup in mailroom
  - Assist with and coordinate shipping for all Departments at NMWA
  - Maintain stock of shipping supplies
  - Maintain postage meter, ensuring extra supplies are on hand and appropriate funds are available.
  - Coordinate with equipment vendor for service visits and
  - Assist staff with training and troubleshooting.
- Coordinate supply ordering and procurement.
  - Monitor requests from staff.
  - Monitor copy room, staff lounge, and supply closets stock
  - Place orders and distribute items to staff / storage locations
- Order business cards and stationery based on requests from staff
- Ensure meeting rooms, break rooms/staff lounges, and common areas are organized, clean, and stocked appropriately, including vending machine(s)
  - Coordinate any annual / bi-annual storage inventory assessments and clean out.
- Maintain multi-function copiers.
  - Ensure all copier workstations are organized and stocked with toner and paper
  - Coordinate with IT manager as needed for issues relating to network connectivity, etc.
  - Assist staff with copier function training and troubleshooting.
- Coordinate with Operations Manager and equipment vendors for service visits.
  - Coordinate Patriot Shredding pick up and drop off.
  - Coordinate Konica Minolta Copier Service

- Assist with preparation for internal and external events
- Assist in maintaining office-wide procedures and systems.
- Maintain correct inventory and update inventory systems.
  - Data entry for new and decommissioned equipment
- Participate as needed in various department projects and other duties as assigned.

### **Qualifications:**

- Demonstrated time management skills including ability to multi-task to meet deadlines.
- Strong interpersonal communication, planning, and organizational skills
- Flexibility and the ability to adapt to changing priorities and use of independent judgement under pressure.
- 1-3 years of Administrative Support in a non-profit or equivalent experience
- Proficient computer skills in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Demonstrated ability to learn to work in new systems (SharePoint, PDF, Inventory and Project Management Systems and Software)
- Ability to lift 50 lbs.

If much of this job description describes you, then you are highly encouraged to apply for this role, even if you don't meet 100% of the qualifications. We recognize that it is highly unlikely for an applicant to meet 100% of the qualifications for a given role, and that every candidate brings unique experience and qualifications to a role. We are excited to meet you!

### **SALARY:**

The salary range for this position is \$45,000 - \$50,000 annually and includes a benefits package.

Please submit applications by emailing cover letter and résumé to [HR@nmwa.org](mailto:HR@nmwa.org).

The National Museum of Women in the Arts is an equal opportunity employer. To request reasonable accommodations in the application or hiring process, please notify NMWA's Human Resources department at [HR@nmwa.org](mailto:HR@nmwa.org).

To comply with tax and legal obligations, all candidates must reside in Maryland, DC, or Virginia. While there may be flexibility for remote/hybrid work environments, candidates must be residents of MD, DC, or VA or relocate prior to the start of employment at NMWA. Candidates must be legally eligible to work in the U.S. for NMWA, without visa sponsorship by NMWA.

The National Museum of Women in the Arts ([NMWA](https://www.nmwa.org)) is the first major museum in the world solely dedicated to championing women through the arts. With its collections, exhibitions, programs, and online content, the museum inspires dynamic exchanges about art and ideas; advocates for better representation of women artists; and serves as a vital center for thought leadership, community engagement, and social change.