

## **Job Announcement**

### **Administrative Assistant**

#### **Position Summary**

The Administrative Assistant provides vital office-wide administrative duties in support of employees, vendors, visitors, and exhibitions at NMWA. This role primarily supports the Operations Division with stocking and ordering, organizing, inventory management, moving, shipping, invoice processing, setup and breakdown for events, A/V troubleshooting and training, Board meeting administrative support, and other project-based office and cross-department supportive duties.

This position reports to the Operations Manager and has no direct reports.

#### **Responsibilities**

Functions may include, but are not limited to:

- Answer the main phone line and monitor the general voicemail inbox, responding to general inquiries and forwarding calls and messages to appropriate parties.
- Maintain internal contact lists, seating charts, and hotel desk reservations.
- Supports the Chief of Staff and Executive Assistant with monthly Board meeting administrative tasks.
- Coordinate mail and package shipping and receiving. This includes receiving mail and stamping with date and distributing to department mailboxes or other designated area, receiving packages and alerting staff to packages waiting for pickup in mailroom, assisting with and coordinate shipping for all departments, maintaining stock of shipping supplies, maintaining postage meter and ensuring extra supplies are on hand and appropriate funds are available, and assisting staff with training and troubleshooting on office equipment or systems.
- Coordinate office supply ordering and procurement by monitoring and fulfilling requests from staff; monitoring the copy room, staff lounge, and supply closets stock; ordering and restocking as needed; and placing orders and distributing items to staff and storage locations.
- Order business cards and stationery based on requests from staff or new hires.
- Assist Operations Manager with processing vendor invoices.
- Ensure meeting rooms, break rooms/staff lounges, and common areas are organized, clean, and stocked appropriately. Coordinate any annual and bi-annual storage inventory assessments and clean out. Support staff and vendors on training, troubleshooting, and connecting to AV and meeting equipment.
- Maintain multi-function copiers, ensuring all copier workstations are organized and stocked with toner and paper. Coordinate with IT staff as needed for issues relating to network connectivity and remote / VPN desktop connections. Assist staff with copier function training and troubleshooting. Coordinate service and troubleshooting of office equipment.
- Coordinate with Operations Manager and equipment vendors for service visits for shredding pickups

and drop-offs, multifunction copier service, and Bunn coffee maker service. Monitor damage or wear and tear to equipment, furniture, carpets, etc. and report to Operations Manager to arrange service or repair.

- Assist Operations Manager and Porters with preparation and set-up for internal and external events, including Board of Trustees meetings (A/V assistance and catering and tables setup and breakdown meeting tables), NMWA Nights (tables, chairs, trash cans, and equipment setup and breakdown), Fresh Talks (ticketing table and chairs setup and Performance Hall monitoring), Performance Hall (setup and booth management and A/V equipment testing, cleanliness, and organization), and facility rentals (equipment space monitoring and damage and lost item reports).
- Provide support for Board of Trustees meetings, including printing name tags and badges, preparing handouts, and preparing meeting minutes.
- Assist in updating and maintaining office-wide procedures and systems.
- Maintain correct inventory and update inventory systems, including data entry for new and decommissioned equipment.
- Participate as needed in various department projects and other duties as assigned.

## **Qualifications**

The successful candidate will demonstrate the following skills/experience:

- Demonstrates dependable time management skills including ability to multi-task to meet deadlines.
- Can clearly communicate timeliness and status on projects.
- Strong interpersonal communication, planning, and organization. Exhibits a proactive communication style and work ethic.
- Confident and friendly within a customer service environment that includes interacting with staff, visitors, and vendors of varying backgrounds and experiences.
- Flexible and able to adapt to changing priorities; comfortable using and communicating independent judgement under pressure.
- 1 to 3 years of administrative support for a nonprofit or equivalent experience.
- Proficient computer skills in Microsoft Office (Word, Excel, Outlook, PowerPoint, SharePoint, Teams).
- Demonstrated ability to learn new systems (SharePoint, Snapfix, Bluebeam Revu, and inventory and project management systems and software).
- Ability to lift 50 lbs. and comfortable moving furniture and equipment.

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!

## **Compensation**

The salary range for this position is \$50,000 to \$53,500 annually commensurate with experience, plus a benefits package.

## How to Apply

Please apply through NMWA's [online job application portal](#). To request accommodations in the application or hiring process, please notify NMWA's Human Resources department at [hr@nmwa.org](mailto:hr@nmwa.org).

The National Museum of Women in the Arts is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by federal, state, or local laws.

Successful candidates will be subject to reference and background checks. To comply with tax and legal obligations all candidates must reside in Washington, D.C., Maryland, or Virginia. Candidates must be legally eligible to work in the U.S. without visa sponsorship by NMWA.