National Mining Hall of Fame and Museum
Position Description

Rev. Date: 7/1/2024
TITLE: Executive Administrative Assistant
DEPARTMENT: Administrative
REPORTS TO: President/CEO
FLSA STATUS: Hourly, Full-Time
SALARY: $20-22/hr.

Summary:
The Administrative Assistant will serve as Assistant to the President/CEO, aiding in the day-to-day administrative aspects of the National Mining Hall of Fame and Museum (NMHFM). The Administrative Assistant will also help with events including the Hall of Fame Induction Ceremony, and various fundraising events. This position is new and evolving, so the Executive Director will depend on the Administrative Assistant to help build more essential duties, responsibilities, and goals over time.

Essential Duties:
Office Management
● Provide administrative support to the President/CEO, VP of Business Operations, and the Development Officer (manage primary email contact, oversee document maintenance, schedule appointments, etc.)
● Manage group email boxes
● Establish and maintain various filing and records management systems
● Attend weekly staff meetings
● Daily mail sorting/delivery
● Manage office supplies/budget
● Coordinate office equipment management and repair needs with VP of Business Operations
● Stay current with changing technology, including software and event management program
● Various Data Entry
● Proofreading various articles, exhibit panels, and media

Committee & Board Activity
● Assist the Exec. Director in Board Meeting Preparation
● Prepare and distribute Board Packet in a timely manner
● Ensure meeting announcements are distributed in advance to board and committees
● Distribute meeting minutes and materials for board and committee meetings
● Assist with Board meeting logistics and room set up
● Assist with monthly board communications

Provide administrative support for key departments
• Assist President/CEO, VP of Business Operations, and Accountant in maintaining financial records and transferring details to CRM program
• Manage memberships and gifts (cash/checks) for processing in CRM program
• Assist with development events, oversee that program, events and education attendance are tracked
  ○ Induction gala work will be a large part of assisting Development
• Assist with management of social media channels
• Respond to donation requests (nonprofit auctions, etc.)
• Cover front desk for visitor services and ticketing/gift shop sales as needed
• Work toward continuous quality improvement, uphold, support, and promote all company policies and procedures
• Other duties as assigned

Education/Experience:
• High School Diploma or GED, BA Preferred
• Bilingual a plus
• Excellent office and computer skills
• Strong verbal and written communication skills
• Strong organizational skills, adept at prioritizing multiple tasks and meeting deadlines required
• Flexibility, resourcefulness, and proactiveness
• Requires exceptional confidentiality and trustworthiness.

Requirements:
• Computer literacy with proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
• Familiarity with phone systems and ability to handle multiple lines
• Strong clerical skills including typing and data entry
• Experience with QuickBooks or similar accounting software is a plus
• Exceptional organizational skills with the ability to prioritize tasks efficiently
• Previous experience in an administrative or personal assistant role preferred
• Proficiency in managing Google Calendar for scheduling appointments and events

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

• Standing – Approximately less than 1/3 of on-the-job time.
• Walking – Approximately less than 1/3 of on-the-job time.
• Sitting – Approximately greater than 2/3 of on-the-job time.
• Use of hands to finger, handle or feel – Approximately greater than 2/3 of on-the-job time.
• Reaching with hands and arms – Approximately less than 1/3 of on-the-job time.
• Climbing or balancing – Approximately less than 1/3 of on-the-job time.
- Stooing, kneeling, crouching or crawling – Approximately less than 1/3 of on-the-job time.
- Talking or hearing – Approximately 1/3 to 2/3 of on-the-job time.
- Tasting or smelling – Approximately less than 1/3 of on-the-job time.
- Travel – Approximately less than 1/3 of on-the-job time.
- Weight lifted/Force exerted – An average of approximately 25 pounds, less than 1/3 of on-the-job time, non-continuously.
- Physical demand requirements listed are primarily applied to museum objects and exhibit components.
- Vision – Close vision (clear vision at 20 inches or less), Color vision (ability to identify and distinguish colors), Depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).
- Vision requirements listed are primarily applied to use of computers, handling museum objects, and exhibit design.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

Environmental: Exposure to potentially hazardous environmental conditions may include the following:

- Work near moving mechanical parts – Approximately less than 1/3 of on-the-job time.
- Work in high, precarious places – Approximately less than 1/3 of on-the-job time.
- Fumes or airborne particles – Approximately less than 1/3 of on-the-job time.
- Toxic or caustic chemicals – Approximately less than 1/3 of on-the-job time.
- Outdoor weather conditions – Approximately less than 1/3 of on-the-job time.
- Risk of Electrical Shock – Approximately less than 1/3 of on-the-job time.
- Altitude above 10,000 Feet – Approximately greater than 2/3 of on-the-job time.

Noise: Exposure to sounds may include the following:

- Quiet – Approximately greater than 2/3 of on-the-job time.
- Moderate noise – Approximately less than 1/3 of on-the-job time.
- Loud noise – Approximately less than 1/3 of on-the-job time.

Benefits: 3% Match into Simple IRA. 80% ICHRA Medical insurance coverage. Paid time off. Selected paid holidays.

How to Apply: Please send a cover letter and resume to director@mininghalloffame.org.