

## **Administrative Office Assistant (Part time)**

### **Fort Worth Museum of Science and History**

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#### **Job Description Summary**

The Administrative Office Assistant plays a key role within the Administrative Office serving the Museum's President and Executive team. The Administrative Office Assistant is responsible for, updating all office files, file maintenance, coordinating mailings and mailing lists and other departmental administrative tasks, as assigned. This position works collaboratively with other departments, such as development, membership, accounting, education and marketing.

**Reports to:** Executive Assistant to the President

#### **Responsibilities, including but not limited to:**

- Assist in preparing mailing lists and materials for, and organizing actual mailings of, varied correspondence, proposals, reports and event invitations
- Assist with special events and attend as needed
- Answer the telephone, communicate clearly with staff and external parties
- Facilitate errands
- Assist in managing organization of mail room and postage machine
- Coordinate department orders of office supplies
- Communicate with visitors, donors/members, as requested
- Digitalization and reorganization of confidential hard files and common drive files and digital files, updating and maintaining these on an ongoing basis.
- Document scanning, copying, and filing for physical and electronic database archives, and for donor proposals and reports, etc.
- Collect data, collateral and related materials about programs and exhibitions for inclusion in proposals, donor reports and updates

#### **Educational/Career Requirements and Expectations**

- High school diploma required; Associates degree or Bachelor's Degree from an accredited college or university preferred
- Office experience encouraged (2+ years preferred)
- Excellent computer skills with experience using Microsoft Office Suite
- Strong organizational skills and attention to detail in a fast-paced environment
- Professional demeanor and interpersonal skills, ability to work effectively with staff, volunteers, donors and the general public
- Required to maintain absolute discretion and confidentiality with sensitive donor, prospect and member information
- Professional oral and written communication skills
- Available and willing to occasionally work outside of traditional business hours
- Valid driver's license and operational vehicle; Willingness to use personal vehicle for short errands

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