

Administrative Office Assistant (Full time)

Fort Worth Museum of Science and History

Job Description Summary

The Administrative Office Assistant plays a vital role within the Administrative Office serving the Museum's President and Development teams. 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, programs, education and marketing.

Reports to: Director of Development and 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 materials
- Assist with special events and attend as needed
- Answer the telephone, communicate clearly with staff and external parties
- Run errands
- Assist in managing organization of administrative storage areas and mailroom
- 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.
- 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
- Soliciting in-kind donations, as requested

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
- 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
- Warm, professional interpersonal skills with the ability to work effectively with a range of staff, volunteers, prospective donors, and the general public
- The ability to maintain the highest level of discretion and confidentiality with sensitive information
- The ability to ascend/descend a step-stool, move and bend or reach into file cabinets
- The ability to lift 30 pounds.

This description reflects management assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned.

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