Administrative Assistant Position
Maria Mitchell Association

Administrative Assistant Job Posting

The Administrative Assistant will play a key role in achieving excellent service and supporting the administrative operations.

**PRIMARY FUNCTION:**
The Administrative Assistant serves as a support member to the administrative team and Executive Director and provides support to the board of directors, staff, MMA members, and the public. The position includes assistance with daily operations, events, and administrative support for the Executive Director functions.

**SPECIFIC RESPONSIBILITIES:**

**EXECUTIVE ADMINISTRATION**
- Assist Executive Director with Board relations including scheduling meetings, recording Board and committee minutes, and assembling Board packets
- Manage Board committees
- Understand and support MMA membership program
- Provide exceptional customer service to Members and Non-Members
- Support MMA’s public and private programs
- Support gift shop ordering and inventory
- Answer office phone
- Oversee ordering of office supplies, manage mail, keep office spaces neat and organized

**EVENTS**
- Assist with set-up and breakdown of select events
- Assist with marketing materials placement
- Assist with private event scheduling
- Manage Science Speaker Series
- Manage Intern and Staff social events
- Complete permitting process for special events

**QUALIFICATIONS:**
- A deep appreciation and passion for the mission of the Maria Mitchell Association
- Must be able to establish priorities and manage multiple projects in a high-energy, fast-paced, deadline-driven organization, and be flexible when priorities shift
- Results-oriented and meticulous, highly attentive to details in all aspects of work
- Ability to set and hold very high standards and rigorous work ethic
- Superb writing and oral communication skills
● Excellent customer service skills
● Adept with computer software, especially Microsoft Office and Adobe Suite
● Ability to interact effectively with visitors, donors, volunteers and program staff
● A comfortability with taking receipt of live and dead animals

EDUCATION AND EXPERIENCE:

● A minimum of 2+ years’ experience preferably at a non-profit organization
● Minimum Bachelor’s degree;
● Preferred Technology Skills: Doubleknot (or similar program registration software), Constant Contact, Raiser’s Edge/Blackbaud, Outlook, Adobe Suite
● Experience managing social media platforms
● Customer service experience

To apply please email cover letter and resume to Jason Bridges at jbridges@mariamitchell.org by March 26, 2021.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at MMA are based on merit, qualifications and abilities.

MMA is committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, color, gender, pregnancy, age, religion, national origin, ancestry, sexual orientation, gender identity, disability, veteran status, military service, genetic information, or any other characteristic protected by applicable law. MMA makes reasonable accommodations for qualified individuals with known disabilities, in accordance with applicable law. An applicant who does not meet the minimum qualifications of the position(s) for which the applicant applies will not be considered for employment.

ORGANIZATION BACKGROUND: The Mission of the Nantucket Maria Mitchell Association is promotion of the legacy of Maria Mitchell and exploration, education, and enjoyment of Nantucket’s land, waters, and skies beyond. In fulfilling our mission, we recognize the historic persona of Maria Mitchell, the foremost American woman scientist and educator of the nineteenth century and her potential impact on contemporary thought by passing on her legacy of intellectual curiosity, respect for and love of nature, learning by doing, and the ideal of individualism.

Maria Mitchell’s contributions to astronomy, science, and education are the basis for our continuing tradition of high quality research and teaching which inspires today’s learners and tomorrow’s scientists. The NMMA provides scientific resources and educational programs for the community, uses Nantucket Island as an exceptional natural laboratory in which to study science and the environment, and maintains research and/or representative collections of Nantucket’s biodiversity.