



**JOB TITLE:** Executive Assistant

**REPORTS TO:** CEO

**CLASSIFICATION:** Non-Exempt, Part-Time (20-29 hours per week)

**SUPERVISORY RESPONSIBILITY:** none

**SALARY RANGE:** \$15.00 - \$17.00 (per hour)

## **PURPOSE**

The role encompasses providing administrative support to the Chief Executive Officer and the Chair of the Board. Additionally, it involves offering support to various staff directors as required. Key responsibilities include facilitating Board meetings, managing policies and procedures, and assisting with general tasks. Furthermore, the position entails the responsibilities outlined below, in addition to other duties as assigned.

## **KEY RESPONSIBILITIES**

- Perform all administrative support duties for the President/CEO, including but not limited to maintaining files, correspondence, calls, managing the calendar and scheduling appointments, and reconciling credit card accounts. Maintain confidentiality in all matters.
- With direction from the President/CEO, manage special projects including research, preparing analysis, and recommending actions on various issues.
- Arrange meetings and special events related to the President/CEO's office, senior staff, and Board of Directors.
- Assist with the President/CEO's report to the Board.
- Prepare agendas for department head meetings, attend, and participate in meetings. Ensure that activities and decisions are fully documented (meeting notes, minutes, reports)
- Participate as needed in various department projects.
- Perform other duties as assigned, including file and records management

### *Administrative Support for Board of Directors Activities:*

- Prepare agendas, minutes, and notifications for full Board, Executive Committee, and Nominating & Governance Committee meetings with President/CEO approval.
- Create and distribute board meeting packets electronically to the Board of Directors.
- Coordinate Board of Directors meeting logistics and record keeping.
- Maintain and update trustee contact list, terms, bios, and committee assignments.
- Plan, coordinate, and attend the annual off-site retreat for the Board of Directors and other off-site meetings.
- In consultation with Committee Chairs, prepare agendas, record minutes, and distribute minutes for trustee committees.

### *Administrative Support for Senior Staff*

- Director of Development, Grants, and Philanthropy
- Director of Business Operations/Controller

### *Office Management:*

- Manage the Museum calendar, phone system, and certain personnel documents.
- Plan all staff meetings & events, including monthly all-staff meetings, and the staff holiday party

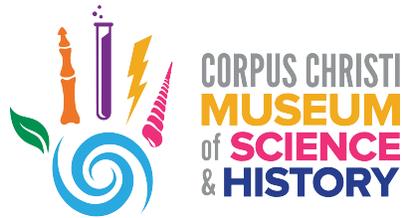
- Maintain office supplies. Negotiate the purchase of supplies and equipment within budget.
- Supervise the maintenance of office equipment, including the copier/printer.
- Supervise maintenance of office areas and the staff kitchen.

#### **QUALIFICATIONS:**

- A bachelor's degree or an associate degree accompanied by four years of relevant work experience is preferred, or alternatively, equivalent work experience that demonstrates the necessary qualifications may be accepted.
- Excellent office and computer skills.
- Strong verbal and written communication skills.
- Strong organizational skills, adept at prioritizing multiple tasks and meeting deadlines required.
- Ability to work as a team member and project manager to complete projects on time.
- A track record of demonstrated flexibility, resourcefulness, and proactivity.
- Requires exceptional confidentiality and trustworthiness.
- Highly organized, thorough, with attention to detail.

#### **EMPLOYMENT/ORIENTATION/PROFESSIONAL REQUIREMENTS**

- Reliable transportation is required.
- A valid driver's license with a clean driving record is essential.
- Must pass initial and annual background checks to ensure that employees maintain a clear background.
- Availability to work on weekends, evenings, and holidays is mandatory.



1900 N. Chaparral St.  
Corpus Christi, TX 78401

## EMPLOYMENT APPLICATION

Your application will be reviewed in detail. The decision on which applicants will be interviewed will be based on the information you provide within the format given herein. You may attach your resume to this application but it will not be accepted in lieu of an application.

Our policy is to provide equal employment to all qualified persons without regard to race, creed, color, religious belief, sex, sexual orientation, age, national origin, ancestry, physical or mental disability or veteran status.

### PERSONAL INFORMATION:

Name: \_\_\_\_\_

Complete Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you a U.S. citizen or authorized by INS to work? *(Documentation will be required)*  Yes  No

Have you ever been convicted of a felony? *(This will not necessarily affect your application)*  Yes  No

If yes, please explain:

Are you bi-lingual?  Yes  No In what language/languages? \_\_\_\_\_

### EMPLOYMENT DESIRED:

Position applying for: \_\_\_\_\_

Have you ever applied for employment here?  Yes  No

When \_\_\_\_\_ What position? \_\_\_\_\_

Have you ever been employed by this company?  Yes  No

When \_\_\_\_\_ What position? \_\_\_\_\_

Are you presently employed? Yes No      May we contact your present employer? Yes No

Supervisor Name: \_\_\_\_\_ Position: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Are you willing to travel? Yes No      Do you have an automobile? Yes No

Valid Driver's License Number:  State:

Can you provide proof of auto insurance? Yes No      Date you can begin employment:

**EDUCATION:**

High School      Location      Graduate      Yes No

\_\_\_\_\_      \_\_\_\_\_      GED      Yes No

College      Location      Degree Obtained and Major

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Can you provide proof of your education? Yes No      (*Documentation will be required*)

Are you planning to continue your studies? Yes No

If yes, where and what courses of study? \_\_\_\_\_

**COMPUTER SKILLS:**

Typing Speed in WPM: \_\_\_\_\_

- List all the Computer Software that you are **proficient** in and describe your experience and skills in each.

**WORK EXPERIENCE:** Please list employment for the last five-(5) years starting with most recent employment.

<i>Employer:</i>		<i>Date From</i>		<i>Date To</i>	
<i>Address:</i>					
<i>Position/Title:</i>					
<i>Responsibilities:</i>					
<i>Reason for Leaving:</i>					

<i>Employer:</i>		<i>Date From</i>		<i>Date To</i>	
<i>Address:</i>					
<i>Position/Title:</i>					
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<i>Employer:</i>		<i>Date From</i>		<i>Date To</i>	
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<i>Employer:</i>		<i>Date From</i>		<i>Date To</i>	
<i>Address:</i>					
<i>Position/Title:</i>					
<i>Responsibilities:</i>					
<i>Reason for Leaving:</i>					

*Attach an additional sheet if needed to list all employments in the last 5 years*

**REFERENCES:**

List three references (**two of whom must be former employers**), not related to you, whom you have known more than one year.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Years Known: \_\_\_\_\_

Please tell us which responsibilities outlined in the accompanying job description are most suited to your skills and why:

Please tell us which responsibilities outlined in the accompanying job description will be most challenging or even difficult for you to fulfill and why:

Please help us make an informed decision on you as an applicant. What is it that makes you stand apart from other qualified applicants?

Please list your anticipated rate of compensation for this position: \$ \_\_\_\_\_

**(applications without this information will not be considered)**

*Thank you for your time and careful consideration in completing this application. Please be assured that we will also take time and careful thought in our consideration.*

**PLEASE READ BEFORE SIGNING:**

I acknowledge the importance of telling the truth on this application and any associated documents (herein "application"). I affirm that all of the information provided by me on this application is true to the best of my knowledge. The information is also not intended to mislead The Corpus Christi Museum of Science and History in any way about my qualifications or background. If I have omitted any information or provided information that is false or misleading, my application will be rejected, and I will not be eligible for employment. In addition, if it is later learned that any information on this application is false or misleading, that I may be subject to discipline up to and including immediate discharge.

I authorize my previous employers, schools, or persons listed as a reference to give any information regarding employment or educational record. I agree that The Corpus Christi Museum of Science and History and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application. In the event of any employment with this organization, I will comply with all rules and regulations set by the organization in any communication distributed to the employee.

I understand that employment with The Corpus Christi Museum of Science and History is "at will" which means that either this organization, or I may terminate the employment relationship at any time, with or without prior notice.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_