

**HEALTHWORKS KIDS' MUSEUM
JOB DESCRIPTION**

TITLE: Administrative Assistant REPORTS TO: President & CEO

FLSA JOB STATUS: Nonexempt DATE WRITTEN: February, 2019

Evaluation (Weighted) Total: 100%

Part-time Position – 29.5 hours per week including some Saturdays and Sundays. This position is eligible for benefits.

JOB SUMMARY:

Reports to the HealthWorks' President & CEO. Assists the President & CEO with day to day museum operations and provides assistance with facility operations. Is the all-knowing Data Guru and creatively uses the valuable data to keep stakeholders “in the know”. A super supporter of the development and operations teams.

JOB SPECIFICATIONS:

Education and Experience

The knowledge, skills and abilities as indicated below are normally acquired through the successful completion of a Bachelor's Degree, Business Administration, Health Professions, Educations, or related field. A minimum of three years of experience overseeing daily operations in a similar environment or two years of progressively responsible experience, through which knowledge of policies, procedures and operations were obtained is required.

Knowledge & Skills

1. Familiarity with office administration.
2. Demonstrates a genuine interest in the well-being of children and is capable of working well parents and teachers.
3. Requires the critical thinking and organizational skills necessary to effectively plan, implement and problem solve processes and projects.
4. Demonstrates the interpersonal and communication skills (both verbal and written) necessary to articulate ideas clearly and concisely, to make effective presentations, to develop and maintain positive working relationships.
5. Demonstrates ability to work in an innovative, quality focused, multi-priority environment.
6. Ability to motivate staff and serve in both support and leadership role.
7. Possesses proficiency in computer skills (Word, Excel and Windows) and a basic understanding of the application of interactive technology and education methods.
8. Requires a valid Driver's License.

Working Conditions

1. Interactive children's museum environment.
2. Work schedule may vary in order to meet the needs of the HW!.
3. Some travel to various community sites is required.

Physical Demands

Requires the physical ability and stamina to perform the essential functions of the position.

ESSENTIAL JOB DUTIES:

The below statements are intended to describe the essential job functions are not to be construed as an exhaustive list.

1. Serves all HW' teams as a relentless Data Guru by:

- Managing the "Altru" data base, and maintaining standards and accuracy of the data.
- Developing accurate and useful reporting tools.
- Keeping track of all new developments for software programs utilized at HW' and training staff on current software and upgrades to the system as needed.
- Assisting the President and CEO with weekly deposits by reconciling credit card processing, organizing cash and checks for deposit and submitting deposit report and funds to CEO.
- Assist in the creation of an annual report.

2. Contributes to the overall operation of HW' by:

- Confirming, entering, and approving staff hours through payroll and administering payroll through QuickBooks.
- Coordinating the processing all confirmation letters, invoices, and financial transactions for customers and ensuring documents are up to date.
- Staying current in all aspects of operations, including front desk, maintenance and other activities of HW' and assisting in various areas when the need arises.
- Assisting with orientation of educators and front desk staff.
- Assisting with vendors with regards to operations, utilities, website, etc.
- Ensuring that the daily operations flow smoothly and troubleshooting problems when necessary.
- Also providing regular updates to the President & CEO regarding the HW! operations.
- Assisting President & CEO to ensure all HW' policies and procedures are current and are being adhered to.
- Recommending and implementing, when approved, new procedures to improve efficiency and effectiveness of HW' operations.

3. Virtuoso recruiter of dazzling donors:

- Assist in running reports for appeal letters and donor activity.
- Maintaining an accurate mailing list.

- Track and benchmark progress throughout the year to ensure annual goal is achieved.
- Enhancing HW' stakeholder's relationships through accurate recording and appropriate acknowledgment of letters.
- Maintain policy and procedures of donor recognition and stewardship.

4. Coordinates relationships with HW' friends, donors and members by:

- Coordinating and processing memberships and renewals throughout the year.
- Manages website regularly to ensure accurate information is posted and in a timely manner.

5. Performs other functions to maintain personal competence and contribute to the overall effectiveness of the Museum by:

- Maintaining monthly financial reports.
- Assisting President & CEO with preparing and processing invoices for payment.
- Coordinating with HW' President & CEO to maintain a financially sound customer fee scale.
- Supporting President & CEO in the creation of weekly and monthly reports.
- Assisting in being a great steward for the budget and accounts payable.