



Job posting for an Executive Assistant. Deadline for Application: April 2, 2018.

The Long Island Explorium is a Children's Museum of Science and Engineering focused on fostering STEM discovery, education and innovation. Its interactive exhibits and stimulating programs encourage inquiry, spark curiosity, and reveal the wonders of STEM. You can learn more about the Long Island Explorium at www.longislandexplorium.org.

The Explorium is seeking an Executive Assistant to provide broad administrative support to the Executive Director. This position provides an excellent opportunity for a responsible and intuitive individual with a penchant for perfectionism, a record of academic success, and a strong sense of professionalism to play a key role in a very active museum.

This is a part-time permanent position that offers a flexible schedule, opportunity for telecommuting and excellent growth potential. Salary will commensurate with experience.

Please note that this position does handle time-sensitive Museum issues and requires the ability to be available to complete tasks on the occasional evening and Saturday or Sunday.

Essential duties and Responsibilities:

- Organizing, routing, and responding to electronic, phone, and physical messages
- Communicating on behalf of Museum leadership with vendors and partners; advocating for the Museum as appropriate
- Assisting in scheduling and calendaring
- Helping with grants management
- Drafting written communications; editing and improving text written by others
- Making phone calls and following up on outstanding issues
- Providing resources for in-house and external meetings
- Coordinating travel plans and logistics
- Scanning, copying, and printing as needed
- Developing periodic financial reports
- Maintaining electronic records
- Assisting with a variety of Museum programs

Qualifications:

- A bachelor's degree with an excellent grade point average from an accredited college or university
- Previous administrative experience, particularly in a growing organization, is a strong plus
- A track record demonstrating superb organizational skills and attention to detail
- Excellent written and personal communication ability, including assiduously accurate grammar and editing skills
- A positive, enthusiastic, and creative approach to problem-solving
- A highly refined sense of professionalism and responsibility
- Strong familiarity with Microsoft Office including Word and Excel
- An excellent grasp of financial reporting and numerical sensibility
- Previous experience and/ or knowledge of concepts of marketing and fundraising
- A belief in the mission, image, and goals of the Long Island Explorium

Hours and Availability:

- Flexibility in scheduling, including the ability to work occasional weekends or evenings, is essential

To Apply: DEADLINE FOR APPLICATION: APRIL 2, 2018. 5 PM EST.

Please email the following materials admin@longislandexplorium.org with a subject line mentioning "Executive Assistant":

1. A cover letter explaining how you meet the above criteria
2. A current resumé

3. A freshly written 150- to 500-word statement describing your views on STEM or a life experience you have had related to STEM