

Executive Assistant

Full-Time Position

GREAT PAY! AMAZING BENEFITS!

St. Augustine Lighthouse & Maritime Museum is a mission based non-profit, grant seeking organization. The Museum is seeking a talented and qualified Executive Assistant. Successful candidates must possess superior verbal and written communication skills; excellent time management, multitasking, and organizational skills with precise attention to detail, flexible, high degree of competency in the MS Office suite, particularly Excel, PowerPoint, and Word, and the ability to learn new applications quickly, a positive attitude, and high motivation! We offer great pay, healthcare, simple IRA, paid time off, and Florida Attractions Association perks!

If you have experience in a fast-paced office, and loved every minute of it, this position is for you! We are looking for someone whose talents include enthusiasm, verbal communication, multitasking, and attention to detail.

The Executive Assistant is a salaried position, reporting to the Executive Director.

Benefits:

- A choice between a top tier HMO or PPO healthcare plan
 - 0-3 years of service and we'll pay 80% of your healthcare premium
 - 3-5 we pay 90%
 - 5+ years and we'll cover it all!
- Inexpensive vision and dental
- Paid time off
 - 0-3 years accrues 2 weeks
 - 3-5 accrues 3 weeks
 - 5-10 accrues 4 weeks
 - 10+ accrues 5 weeks
- Retirement Plan
 - Simple IRA – we match up to 3%
- Discounts to other Florida Attractions

Responsibilities:

The essential job functions include, but are not limited to:

- This position requires a pro-active work ethic and excellent program management skills.
 - May use checklists and rubrics for Office Management, Supply Budget, Projects, Board Meetings, Strategic Planning and Events.
 - Be adept at working with calendars, the intranet and other colleagues.
- Is socially adept. Plans, attends, coordinates and assists with normal / special events and board meetings or fundraising and cultivation events. Spends time dedicated to fundraising and making donors and volunteers feel special.
- Bi-weekly supplies inventoried (frequency may be increased during busy seasons or special project using our supplies faster) ordering, stocking and checking invoices against budget.
- Office equipment maintenance by checking them daily/weekly for servicing and inventory of equipment supplies needs, i.e.; postal machine ink & supplies, calling service etc. Keeps and maintains the office in a neat and organized manner.
- supports organizational goals and policies, working in teams to achieve long term and short-term goals set by the Strategic Planning Committee and executed by the staff.
- Maintains confidential documents for the organization and senior management. Adheres to all rules of confidentiality at all times.
- Works cooperatively and productively to sustain the organization's goals and objectives.
- Work with members of other departments to coordinate and develop mission specific projects with occasional leadership roles in such projects.
- Coordinates travel plans for the Executive Director and the senior management.
- Other duties as assigned.

Board of Trustees Support Responsibilities

- Supports the Executive Director's communications, coordination, confidentiality and calendar schedules with the Board of Trustees, current and those that are being developed.
- Acts as primary communicator to the board and maintains confidential documents for the Board of Trustees and Board Books and minutes. Adheres to rules of confidentiality at all times.
- Attends Board of Trustees meetings, takes minutes at Board of Trustees meetings, organizes and maintains Board of Trustees documents and coordinates and executes Board of Trustees correspondence.
- Helps, assists, manages Board Records, Calendars, and Schedule for Executive Director.
- Other duties as assigned.

Executive Director Support Responsibilities

- Updates, coordinates and manages calendar of the Executive Director; print updated calendar the beginning of the day and end of day planning the week schedule for Executive Director. Communicates changes and allows for planning and travel time.
- Maintains calendar, files, screens appointments and assists the Executive Director.
- Looks ahead and sets event calendar and checklists for event pre-planning. Completes tasks, assignments and other duties as assigned.
- Represents the executive by attending meetings in the executive's absence, speaking for the executive.
- Organizes governance documents, minutes, agendas and calendars and helps the ED maintain transparent effective communications.
- Other duties as assigned.

All Department Support Responsibilities

- Assists all Organizational Departments Heads as directed.
- Assists the strategies and carries out tasks associated with corporate direction:
 - Board Events, Memberships Events / campaigns
 - Grants Support, Research
 - Site Shifts and scheduled weekend manager
- Performs data entry tasks in all business software products as required.
- Assist in maintaining organized record keeping.
- Assists/leads and coordinates special projects or events as assigned.
- Supports the promotion and membership sales, bricks as well as major donors.
- Perform other duties as assigned or requested by senior management.
- Other duties as assigned.

Qualifications:

- BA/BS preferred
- Two to five years office management experience
- Possess excellent interpersonal and organizational skills
- Excellent computer skills including proficiency in Microsoft Word, Excel, and Power Point
- Excellent communication skills, both oral and written; good spelling and proofreading skills
- General knowledge of office equipment
- Strong attention to detail
- Resourceful, self-reliant, and diplomatic with a good sense of humor.

Essential Functions/Physical Requirements:

The duties above indicate the essential functions of the job. Physical requirements are those present in normal office environment conditions. Must be able to climb the

lighthouse tower and perform required duties for periods of 2.5-3 hours or as needed. Able to maneuver and carry up to 25 pounds.

Engages guests in conversation about the history and function of the lighthouse and keepers' home. Operational flexibility is required to meet sudden and unpredictable business needs.

Support Our Mission:

To discover, preserve, present and keep alive the stories of the nation's oldest port as symbolized by our working St. Augustine Lighthouse.

For more information or to schedule an interview, please contact Martin Corlieto at mcorlieto@staugustinelighthouse.org or Cheyenne Genovar at cgenovar@staugustinelighthouse.org (904)829-0745 x248