

## Position Description

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Title: **Executive Assistant and IT Coordinator**

Division: Executive Director's Office and Finance

Classification: Salaried Exempt Full-time

Reports To: Executive Director

Supervises: N/A

### High Desert Museum – Organization Description

The High Desert Museum is a non-profit organization focused on the biotic and cultural elements of the High Desert region of the Western United States. Located near Bend, Oregon, on the edge of the beautiful Deschutes National Forest, the Museum melds the natural history of diverse habitat types with human history of the environment into a unique blend of indoor and outdoor exhibits, living history and both living and historical collections.

### Job Summary – Executive Assistant and IT Coordinator

The Executive Assistant and IT Coordinator provides high quality clerical and administrative support to the Directors and serves as the Secretary to the Board of Trustees, supporting the efforts to advance the Museum's mission. Additionally, this position assists the Museum's outside IT partner and Director of Finance with low and mid-level IT support. He/she will respond to staff computer, photo copier, point of sale systems, and other computer related problems and questions as they arise.

The successful candidate will balance the long-term goals of the museum with the short-term needs of the departments. A positive demeanor, high level of professionalism and the ability to learn new skills quickly are essential traits. We look at each candidate in terms of combined skills; different combinations of skills can serve to qualify for the position.

### Preferred Qualifications

- Bachelor's degree required; significant relevant experience may be acceptable substitute
- Minimum of two years of experience providing administrative support for an Executive Director and working with governing Boards strongly preferred
- Strong listening & editing skills; able to communicate effectively with internal and external audiences
- Excellent writing and editing skills; attention to detail is critical
- Ability to represent and communicate on behalf of Executive Director, to handle diverse personalities and situations with grace; and use judgment and discretion in working with confidential matters
- Highly skilled in office software; proficient in transcription and correspondence writing and editing
- Ability to work flexible hours and days
- Highly professional in performance and appearance, well-organized, highly responsive, self-motivated, detail-oriented, able to meet deadlines and work well under pressure and collaboratively within and across teams
- Must have a moderate understanding of computers and their operations, and be comfortable with trouble-shooting minor computer issues.
- Previous non-profit experience preferred

## Responsibilities and Tasks

1. Provide clerical and administrative support for the Executive Director, as necessary
2. Develop and monitor Board and Directors' Office budgets
3. Provide support for the Director of Communications and Director of Development as necessary
4. Provide clerical and administrative support for the Board of Trustees, and manages Board and Committee schedules
5. Produce or facilitate production of official Museum business (including transcribing, editing and distributing meeting minutes and other Board and Executive and Development Directors' office correspondence)
6. Provide support and, when appropriate, leadership for special events and donor relations activities.
7. Respond in a timely manner to a wide assortment of computer related issues (Wi-Fi outages, locked photocopiers, network access issues, switching out monitors/keyboards, etc.)
8. Assist all employees with configuring work stations to best serve their individual needs (setting up new work stations, purchasing software, remote access, coordinating downloads, basic troubleshooting)
9. Work with outside IT partner to request support on higher level IT needs
10. Manage employee email and network accesses in coordination with outside IT partner
11. Instruct staff on correct IT protocols
12. Assist in creation and oversight of Museum's IT policy
13. Performs other tasks and duties as assigned by the Directors

This position description in no way states or implies that these are the only duties to be performed by this employee. He/she will be required to follow any other instructions and to perform any other work-related duties requested by his/her supervisor.

The High Desert Museum is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Please send resume and cover letter to the High Desert Museum, attention Shannon Campbell.

[jobs@highdesertmuseum.org](mailto:jobs@highdesertmuseum.org)

<http://highdesertmuseum.org/job-opportunities>

## **Mission**

To explore the High Desert's unique landscape, cultures, wildlife, history and arts, connecting our visitors to the past and helping them discover their role in the present and responsibility to the future.