

**Maricopa County Historical Society  
dba Desert Caballeros Western Museum**

**Executive Assistant**

**Full Time 40 Hours/Week**

**Exempt (Y/N): N**

**Supervisor: Director of Development**

**I. Function of Position**

Serves as principal support to the Director of Development and all development functions. In addition, serves visitors by greeting, assisting, and directing them appropriately; notifies museum personnel of visitor arrival. Aides in office functioning and communications. Supports the clerical needs of the Executive Director and other staff.

**II. Essential Duties and Responsibilities** include the following. Other duties may be assigned.

1. Welcomes visitors by greeting them, in person or on the phone, answering or referring inquiries.
2. Point person for museum memberships for volunteer, individual, dual, family & friends, and premier levels.
3. Process monthly membership renewal mailing and reports.
4. Run mailing reports for fundraising events
5. Maintain a log of incoming donations, sponsorships, and grant funds before submitting them for deposit.
6. Point person for updating membership information in multiple programs.
7. Monitor museum voicemail and email and transfer to appropriate staff.
8. Record and maintain reservations for museum events, collect payments, maintain event attendees, and process refunds.
9. Manage Zoom as needed for programs and meetings.
10. Assist with special events or functions, database reports, event nametags, maintain venue/host details.
11. Format and print Correspondence.
12. Support Board of Trustees and committees with scheduling meetings, minutes, and meeting packets.
13. Maintain Museum Master calendar in Outlook.
14. Assist staff with materials related special projects to include exhibitions, programs, events, appointments, budgets, and strategic plan.
15. Review all incoming email to the "info" account and respond or forward as appropriate
16. Assist with Ranch Dressing, retail store, admissions and CCLC.
17. General office duties include typing, printing, filing, copying, and scanning.
18. Maintain employee phone lists.
19. Distribute incoming mail and faxes and prepare and dispatch outgoing mail.
20. Track attendance using the spreadsheet that includes current month, YTD and previous year comparison.
21. Maintain office supplies. and office equipment

22. Responsible for coordinating monthly staff birthdays, at staff meetings. Plan annual staff holiday party.
23. Establish and maintain interpersonal relationships, and project a warm, friendly attitude toward guests, staff, and trustees.
24. Responsible for ensuring high standards of professionalism in all areas of responsibility. Represent the Museum with a high level of integrity, adhering to Museum policies, and support management decisions in a positive, professional manner.
25. Responsible for keeping privileged information confidential and representing the Museum in professional circles and before the public in a manner that enhances the prestige and credibility of the Museum.
26. Understand and support the mission and goals of the Museum.

### **III. Position Requirements**

#### **A. Education**

1. High School diploma or GED.

#### **B. Knowledge, Skills and Abilities**

1. One year of clerical and customer service experience. Fundraising or development experience preferred.
2. Must be proficient in Microsoft Office
3. Must have the ability to effectively deal with internal and external customers with patience, tact, and diplomacy. Friendly, polite, positive manner desirable.
4. Ability to handle multiple time sensitive tasks with accuracy.
5. Ability to work independently, solve problems, and seek assistance when needed
6. High level of integrity.

#### **C. Certificates, Licenses, Registrations**

1. Valid driver's license.
2. Pass a criminal background and credit check.

#### **D. Working Conditions**

1. Standard office hours are Monday through Friday, 9:00 a.m. to 5:00 p.m. Extended hours and weekends probable. Office environment with a low to moderate noise level. Must be able to lift up to 25 lbs. Minimal local travel.

**Approved Date: June 2022**

**Employee's Signature and date:** \_\_\_\_\_

**Supervisor's Signature and date:** \_\_\_\_\_