

**PRATT MUSEUM**  
HOMER, ALASKA



**JOB ANNOUNCEMENT**

**JOB TITLE:** Administrative Assistant (Part time: 3 hrs/day; 15 hrs/week)

**REPORTS TO:** Executive Director

**APPLICATION DEADLINE:** March 30, 2018

**HOW TO APPLY:** Please send or deliver a completed application with a resume and a letter of interest to the Pratt Museum at 3779 Bartlett Street, Homer, Alaska, 99603. Applications can be picked up at the front desk between 12:00-5:00 PM Tuesday-Saturday or found on our website at [www.prattmuseum.org/join-the-team/](http://www.prattmuseum.org/join-the-team/). Please note that a background check will be required for successful applicant.

This position assists the Executive Director in administrative duties and general business operations.

**MAJOR ACTIVITIES:**

1. This position works closely with the Finance & Grants Manager, and is responsible for accounts receivable: preparing deposits and reconciliations; maintaining petty cash, change, and postage funds.
2. Open, date stamp, and sort daily mail. Create mailing lists and labels for department mailings. Submit bills for approval and payment.
3. Answer phones, update general museum phone recordings.
4. Maintain visitor usage statistics; calculate contributed services and volunteer hours.
5. Manage general office activities including file maintenance and office supply inventories.
6. Prepare Board packets, record and compile minutes for monthly Board meetings, assist with other Board-related duties.
7. Act as assistant to the Executive Director.
8. Other duties as assigned.

**REQUIREMENTS:**

**Must be willing and able to attend evening board meetings once a month, year-round.**

**Education & Work Experience:** Bachelor's degree in a business-related field, experience may be substituted. Minimum two years of office experience including cash-handling and light bookkeeping. Experience in a nonprofit or visitors center with complex back office systems desirable.

**Skills/Abilities:** Ability to be flexible, responsible, independent, and team-oriented. Strong organization skills with accuracy and attention to detail. Strong public relations skills with a visitor services focus. Exceptional oral and written communication skills, as well as software skills. A strong problem-solver who can multi-task and prioritize effectively, with an ability to work successfully in a busy office area. An interest in and enthusiasm for the cultural and natural history of the region.