



**Position Title:** Assistant to the Director  
**Department:** Director's Office  
**Location:** Georgia O'Keeffe Museum, Santa Fe, NM  
**Pay:** \$46,000 - \$55,000  
**Hours:** Full-Time, Non-Exempt

**Position Summary**

The Administrative Assistant provides comprehensive administrative support to the executive office and museum leadership. As a representative of the Director's Office under the supervision of the Chief of Staff, supports the efficient and professional operation of the executive office. Answer inquiries, prepare communication with key stakeholders, draft correspondence, meeting agendas and minutes, and coordinate meetings, tours, and special events hosted by the executive office.

Administrative support includes: calendaring meetings and events for large groups of staff and external parties, coordinating travel for senior staff as needed, and processing expenses, reimbursement, and payment requests.

**Responsibilities include but not limited to**

Executive Office Support

- Schedule daily meetings, travel plans, and tasks in progress working closely with the Chief of Staff and Director.
- Maintain Executive Office files and contacts, including sensitive and confidential information.
- Maintain a welcoming and friendly office atmosphere. Balance "gatekeeper" and "gateway" roles, providing a bridge for smooth communication among staff and appropriate access to the Director and Chief of Staff.
- Screen incoming calls and electronic communications, representing the Museum to internal and external contacts, including heads of institutions, public officials, Board and Committee members, high-level donors and prospects. Welcome visitors and determining what level of support they need while offering polite, professional customer service
- Screen and sort incoming correspondence; review correspondence with Chief of Staff / Director on daily basis; draft outgoing correspondence, including proofreading; deliver/distribute outgoing internal/external correspondence, materials, announcements as directed.

- Handle all accounting support for Director's office, including travel expense reports, credit card statements, purchase orders, and invoice submission and tracking for routine activities and special projects
- Coordinate and assist on regular and special projects for the Director's Office, including but not limited to special events hosted by the Director, community and legislative action, and donor and prospect cultivation in close collaboration with Advancement and related departments; provide direction to other staff who may assist with such projects.
- Work closely with Chief of Staff to define, collect, and report on key performance measures.

#### Board Support

- Act as a primary liaison to the Board of Trustees, Committees, and the O'Keeffe Museum Foundation, providing support to trustees in coordination with staff leaders. This includes scheduling Board and Committee meetings and events, preparing and distributing meeting materials, preparing minutes, and providing support during meetings.
- Maintain Trustee correspondence and serve as the conduit through which trustees receive communication from the Museum, the Director, and other trustees
- Understand and ensure compliance with organizational bylaws, providing a single point of access to critical organizational documents.
- Maintain board and committee lists, schedules, the online trustee portal, and the annual trustee handbook. Plan new trustee orientations as needed.

#### General Office Support

- Perform general office management tasks, including tracking and ordering supplies for the administrative offices and Board meetings, and maintaining office equipment.
- Serve as a central point of communication across the organization, supporting effective collaboration and cooperation across all departments.
- Coordinate with Finance and other departments to ensure that necessary reporting, corporate filings, and professional accreditation documents are maintained, submitted in a timely fashion, and easily accessible to senior staff and trustees.
- Be a gracious host for visiting guests, offering beverages, and arranging meals or snacks for meetings as needed. Run errands to pick up materials as needed and keep kitchen supplies stocked.
- Perform additional duties, either incidental or implied, consistent with the employee's background or training which may be reasonably delegated as being in the best interest of the Museum.

#### Special Projects or Additional Duties:

- Complete special projects or additional duties as assigned, and consistent with the skills, training, level of responsibility and other requirements for this position

### **Background and Qualifications**

- 3- 5 Years Administrative Support Experience; executive support preferred; museum or non-profit office and board support experience is welcome.
- BA or BS in relevant field of study – preferred but not required

### **Skills and Abilities**

- Highly organized, attentive to details, valuing accuracy and driven to make continual improvements. Eager to troubleshoot challenges and find solutions to administrative and clerical issues that improve communication and efficiency.
- Anticipate needs, think critically, and offer solutions to problems with a high level of professionalism, confidentiality, and discretion in handling sensitive information.
- Excellent communication skills, high emotional intelligence, and great interpersonal skills.
- A positive, upbeat, friendly, and respectful attitude towards co-workers, trustees, donors, volunteers, and the public. Tactful and diplomatic in working with others.
- Prioritize tasks, gracefully handle routine interruptions, and adjust workflows accordingly demonstrating excellent time management skills.
- Work as part of a team, as well as to take initiative and work independently as needed.
- Advanced proficiency with technology, including common office applications (Microsoft Office suite, including Word, Excel, PowerPoint, and Outlook; Acrobat). Familiarity with task management and communications applications and online tools (Wrike, Slack, Zoom) and comfortable adopting new tools and technologies. Familiarity with non-profit tools such as Altru, Blackbaud Financial Edge NXT, and BoardSpot ideal.

### **Benefits**

This position is eligible for our full benefits package including medical, dental, vision, Life Insurance and Short/Long Term disability, 403b retirement plan with employer match, museum membership, retail store discount, Employee Assistance Program, PTO, Paid Holidays and much more!

**To be considered, please send your resume**

**to: [Jobs@okeeffemuseum.org](mailto:Jobs@okeeffemuseum.org)**

*The Georgia O’Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.*

Applicants must be authorized to work in the US for any employer, without needing sponsorship.