

Job Opportunity:

EXECUTIVE ASSISTANT TO THE INTERIM DIRECTOR

Part Time: 20 hours per week. (Temporary with a possibility of becoming permanent)
Start date: Immediately

Position Description:

The Executive Assistant (EA) to the Director provides administrative and project-based support to deCordova's Interim Director and Board with occasional work in donor relations, event support, and assistance to the Development program as required.

The EA plans, organizes, and directs the day-to-day administrative operations of the Director's office and is responsible for the coordination and planning of the Director's schedule and travel as well as of key projects as requested by the Director. The EA provides administrative support for deCordova's 25-member Board of Trustees, 70 Overseers, and various museum Committees. In addition, the EA is responsible for general office management for deCordova's administrative functions. The EA will be self-motivated, highly organized and efficient in order to advance multiple simultaneous tasks and projects while remaining diplomatic and tactful.

Flexibility, a positive attitude, and a good work ethic are required, as is the ability to maintain professional boundaries and the highest level of discretion in handling confidential information.

Please note that this position regularly requires evening and early morning hours in support of department events and meetings, along with occasional weekend hours.

This opportunity is time sensitive. Interested parties should contact Erin Poor directly at epoor@decordova.org