



EXECUTIVE ASSISTANT

The Organization

The Georgia Historical Society (GHS) is the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. GHS houses the oldest and most distinguished collection of materials related exclusively to Georgia history in the nation. To learn more, go to www.georgiahistory.com.

Position Summary:

The Executive Assistant provides administrative support to and oversees the operation of the Executive Office. The Executive Assistant is responsible for 1) supporting the President and Executive VP in administrative matters to include scheduling, travel arrangements, and recordkeeping; 2) assisting with Board of Directors/Board Committee communications and meetings/conference calls/events; and 3) facilitating office operations by implementing the duties described below. Excellent judgment is required to plan, prioritize, organize, and execute in a timely manner a diversified workload. This position requires excellent phone skills, discretion/tact, and 100% attendance and punctuality (unless approved absences by the supervisor). This is an excellent opportunity for an administrative professional interested in supporting a meaningful mission and interacting with a wide variety of notable Georgians.

Responsibilities Include (incumbent may perform other duties as assigned)

Provide support to the Executive Office.

- Perform confidential administrative functions including preparing memoranda, letters, invoices, reports, and documents as directed. Establish and maintain executive, historical, and organizational files. Answer non-routine correspondence and assemble donor and other information. Facilitate the flow of information within the Executive offices (includes screening and responding to requests). Maintain files and complete timesheets and travel expense and reimbursement reports.
- Make travel and food and lodging arrangements as requested. Schedule meetings with donors, board members, and others. Arrange logistical and biographical elements of speaking engagements for the President. Work with Director of Communications as needed to facilitate high profile speaking engagements or meetings.
- Photocopy, email, and file information and documents as needed.

Provide support with Board Communication and GHS donor events.

- Perform confidential administrative functions including developing and typing accurate and concise meeting minutes. Manage logistical requirements for Board and Committee meetings and attend as appropriate. Notify Board and Committees of meetings/events as directed, provide routine rsvp updates as directed. Schedule and arrange meetings, assemble and mail Board materials, assist with recordkeeping of meeting minutes, agendas, etc. Organize and maintain paper and electronic files for Board communications and lists. Track board member attendance to meetings and assist the President and Executive Vice President as needed in gathering vital information on matters discussed and actions proposed and taken by the Board.

- Take minutes and maintain minute books for Board of Curators, Endowment Trust Board of Trustees, Directors' meetings, and staff meetings as needed. Send meeting notices for monthly staff meetings and prepare draft meeting agenda.
- Assist with on-site arrangements and with purchasing of commissary or other supplies. Work with other staff as directed to make arrangements for events. Arrange for food pick-up, set-up, and clean-up, and for return or disposal of goods as needed.

Provide support to Office Operations.

- Greet visitors, notify appropriate staff of their arrival, and offer visitors refreshment. Assist all incoming and outgoing vendors including messengers, technicians, etc.
- Produce letters requesting donations and expressing appreciation as directed. Prepare packets and other materials for development meetings.
- Assist with facilities operations including filling supplies as needed.

Qualifications:

Knowledge, skills, and abilities: Position requires poise, tact, and diplomacy as well as a demonstrated ability to ask questions and exhibit sound judgment. Ability to organize and to prioritize work and to act with initiative and follow-through, ensuring supervisor is kept looped in on progress. Must be a self-starter with flexibility and a willingness to get the job done. Successful candidate must be completely comfortable making cold calls. Strong writing, editing, and proofing skills along with good problem solving, interpersonal, and communication skills required. Must be able to handle multiple, concurrent tasks in an effective manner. Must be able to work well under pressure and with attention to detail. Strong computer skills, including advanced knowledge of MS Word and Excel with basic secretarial skills (60 wpm) including proofreading, minute-taking, and the ability to compose letters and responses.

Education: Undergraduate degree or equivalent (2 years of college and two years of progressive experience in related work).

Experience: 10-15 years of work-related experience. Law office, accounting firm, or Fortune 500 company experience preferred.

To Apply

Send Cover Letter, Resume and Salary Expectations to:

Executive Assistant

Georgia Historical Society

104 West Gaston Street

Savannah, GA 31401

Fax: 912.651.2831

Email: jobs@georgiahistory.com

No Phone Calls Please