

Title: Administrative Assistant
Classification: Part-time (24 hours/week)
Rate: \$26.00 - \$29.00 hourly DOE
Department: Administration
Reports to: Director of Operations

Position Summary:

Under the direction of the Director of Operations, the Administrative Assistant has primary responsibility for day-to-day administration of the office. This individual oversees database management, AP/AR, manages calendars, filing, processing of memberships and contributions, and assists with bookkeeping and IT. As with all Museum personnel, the Administrative Assistant is expected to represent the Museum in a professional, positive manner to all stakeholders.

Essential Responsibilities:

Administration

- Create and maintain filing systems, both electronic and physical
- Schedule appointments and maintain calendars
- Coordinate supply orders
- Support transportation scholarship program with tracking and documentation for reimbursement
- Track Grant expenses and provide regular reporting
- Assist with staff changes including onboarding of new hires; create employee files, update directories and website, send welcome email, create name badges, and offboarding of exiting staff
- Update staff section of the website
- Insurance and Benefit Administration support
- Provide event support - attendance lists, name tags, check-in, general event support. Occasional evenings and weekends
- General tech support for staff, including printers, scanners, phone systems
- Assist with other Museum needs and duties, as assigned by the Director of Operations and Executive Director

Development and Membership Support

- Data entry and database maintenance in CRM system
- Enter general contributions
- Provide regular data cleanup
- Generate reports and compile data as requested; including board report data
- Generate and mail letters, acknowledgements, renewals, and invitations
- Prepare mailings for events
- Track and process acknowledgments for in-kind donations

Bookkeeping

- AP/AR including Processing invoices, receipt management, preparing for payment, reimbursements, and accurate record keeping
- Vendor coordination including W9s, 1099 prep
- Assist with account reconciliation in Quickbooks Online
- Monthly closing in both CRM system and Quickbooks
- Facilitate Bi-Weekly Payroll and retirement contributions
- Create Annual Timesheets and mileage reimbursement forms
- Run quarterly budget reports for managers
- Budgeting support
- Audit support
- Coordinate with Director of Operations and Accountant as needed

Essential Requirements:

- Minimum 5 years of administration or office management experience
- Experience with nonprofit administration and working with executive staff a plus
- Strong organization and administration skills, including the ability to prioritize workload and handle multiple tasks simultaneously
- Knowledge of computer software and systems, including Google Workspace, Microsoft Office, QuickBooks Online, and Customer relationship management databases (ideally, Blackbaud's Altru)
- Strong communication skills, both oral and written
- Problem-solving skills and attention to detail
- Proven track record as an effective team member working with a diverse group
- Commitment to furthering the Museum's mission
- Self-motivated, creative, and resourceful

Work Environment

- General office environment with work throughout the Museum's facilities and outdoors, some hybrid work possible
- Significant computer and telephone work (repetitive movement – typing)
- Frequent sitting, standing, walking, bending, and climbing stairs with occasional lifting (25 lbs)

The incumbent must be able to perform each requirement of the position as outlined in the job description.

Essential Requirements are representative and are essential for satisfactory job performance. The **Work Environment** characteristics are representative of those that may be encountered while on the job. The Museum will make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the position.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. The Museum values a diverse and inclusive workplace, so if you are excited about this role but your past experience doesn't align perfectly with all of the responsibilities, we encourage you to apply anyway. You may be just the right candidate for this or other opportunities.

To Apply: Interested candidates can apply by submitting a cover letter along with a detailed resume to: employment@santacruzmuseum.org with the subject line: **Administrative Assistant**. Applications will be accepted until February 28th, 2026.

Please direct questions relating to this position to Lucy Logsdon at employment@santacruzmuseum.org.