JOB POSTING

Position Title: Administrative Assistant
Department/Division: Administration
Reports To: Chief of Staff
Status: Part-time/non-exempt

Overview:
The Buffalo Society of Natural Sciences, which comprises the Buffalo Museum of Science and Tifft Nature Preserve, is a highly valued and historied organization in the Buffalo community dedicated to inspiring joyful exploration of science and nature through engaging experiences, unique resources, and exceptional staff. We believe that science creates *opportunities* and shapes our world. We take pride in providing an environment that inspires curiosity, self-directed learning, and fun for our guests of all ages.

Summary of Position:
The Administrative Assistant supports the Chief of Staff as the point of contact for internal and external stakeholders on matters pertaining to the Office of the President and CEO, staff relations and human resources. This position will function with appropriate but minimal direction and an emphasis on sound judgment, initiative, and confidentiality. The Administrative Assistant role supports the Chief of Staff in administrative tasks pertaining to human resources, executive office needs, workplace culture, and more. The Administrative Assistant will also vet internal and external requests, facilitate correspondence, and manage the President and CEO's calendar.

Essential Responsibilities:
- Provide direct administrative support to the Chief of Staff, including organizing and maintaining the effectiveness of the Executive Office and portraying a positive and professional image
- Manage the President & CEO's calendar and schedule, coordinating meetings, commitments, and travel arrangements
- Perform a range of general administrative duties, including processing expense reports, coordinating incoming and outgoing mail, and managing office supply inventories
- Coordinate conference room scheduling and upkeep, arrange catering and refreshments, facilitate meetings, and provide general administrative support to the Executive Team
- Always exercise discretion and confidentiality
- Support Board and committee meetings by coordinating schedules, preparing materials, and ensuring timely distribution of meeting documentation
- Provide administrative support to Advancement projects, such as mailings and event preparation
- Facilitate donor tour logistics and preparation for the Advancement team, including preparation of collateral and visitor itineraries
- Serve as member of the phone team, answering and directing calls and responding to general Society inquiries on an as-needed basis
- Develop and maintain proficiency in the Society's database to support data entry, reporting, and information management needs

- Prioritize conflicting needs, handle matters expeditiously, and proactively follow through on projects to successful completion under deadline pressures
- Assist with new hire onboarding administration
- Additional duties as assigned

Education, Experience, Skills, and Qualities Required:
- 1-2 years of relevant professional experience in an office setting; not-for-profit experience and bachelor's degree in related field preferred
- Strong computer skills and communication skills
- Familiarity with professional office procedures
- Strong computer skills, including MS Office, and virtual meeting platforms
- High attention to detail and accuracy with the ability to manage multiple projects simultaneously
- Previous experience working with a Board of Directors preferred
- Ability to multi-task and work well with all levels of the organization
- Strong writing and proofreading skills
- Must have excellent interpersonal skills and demonstrate professionalism and discretion
- Desire to work in a fast-paced setting, taking pride in work and producing results of the highest quality, plus a passion for learning strongly encouraged

Physical Demands:
- Sitting for long periods of time at a work desk/computer regularly
- Regular attendance is an essential function of the job
- This position requires in-office work and will not be eligible for a remote working arrangement
- Flexibility to work a varied schedule – early mornings, evenings, and occasional weekends necessary

To Apply:
This is a part-time position with a rate of $22-24 per hour, depending on experience. Interested candidates should send a cover letter and resume to lbarnett@sciencebuff.org.

Equal Opportunity Employer:
The Buffalo Society of Natural Sciences is an equal opportunity employer, and strongly encourages expressions of interest from people of color, individuals living with disabilities, women, and the LGBTQ+ community. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.