



Administrative Assistant & Board Liaison

The Connecticut River Museum seeks an Administrative Assistant & Board Liaison to serve as an office manager, to provide assistance to the Museum Director, and to support the Board of Trustees. This position organizes and executes a broad range of tasks in support of the overall mission of the Museum and plays a key role in ensuring the efficiency of museum operations. In addition to administrative functions, this position produces presentations and materials, prepares materials for Board Committees and Board meetings, and assists the ED with the management of department-wide initiatives and special projects, as assigned. A particular and critical function of this role is to serve as a point person for the Museum's external accounting agency and to perform basic financial tasks.

The Executive Assistant to the Museum Director reports directly to the Museum Director.

The Museum provides competitive compensation and benefits for all eligible employees. This is a full-time exempt position.

Position Duties and Responsibilities:

Office Management:

- Develop office procedures and systems, create filing systems for paper and online records, and oversee maintenance of systems.
- Manage the Museum calendar, phone system, and certain personnel documents.
- Plan staff meetings & events, such as staff retreats or holiday events
- Maintain office supplies. Negotiate purchase of supplies and equipment within budget.
- Ensure proper maintenance of office equipment, including copier/printer.
- Supervise maintenance of shared office areas.

Finance Function:

- Generate financial reports as needed
- Review invoices and coding for accounts payable processing
- Manage vendor accounts, corresponding invoices and payments
- Collect receipts and coding for credit card expenses
- Manage petty cash
- Make bank deposits
- Liaise with the Museum's external accountants, obtaining records and documentation as needed.
- Collect timecards and ensure timely payroll processing by external accountants.

Administrative Support to the Executive Director:

- Perform all administrative support duties for the Executive Director, including but not limited to maintaining files, correspondence, calls, manage calendar and schedule appointments, and reconcile credit card accounts. Maintain confidentiality in all matters.

- With direction from the Executive Director, manage special projects including research, analysis, and recommend actions on various issues.
- Monitor budget for Museum Director, Board of Trustees and administrative overhead.
- Arrange meetings and special events related to the Executive Directors' office and Board of Trustees.
- Assist with Executive Director reports to the Board.
- Participate as needed in various department projects.
- Perform other duties as assigned.

Administrative Support for Board of Trustees Activities:

- Prepare agendas, minutes, and notifications for full Board, Executive Committee, and Nominating & Governance Committee meetings with Executive Director approval.
- Create and distribute board meeting packets electronically to Board of Trustees.
- Coordinate Board of Trustees meeting logistics and record keeping.
- Maintain and update trustee contact list, terms, bios, and committee assignments.
- In consultation with Committee Chairs, prepare agendas, record minutes, and distribute minutes for trustee committees.

Qualifications:

- Four-year college degree or equivalent work experience.
- Excellent office and computer skills.
- Strong verbal and written communication skills.
- Strong organizational skills, attention to detail, adept at prioritizing multiple tasks and meeting deadlines required.
- Work as a team member and project manager to complete projects on time.
- Flexible, resourceful and proactive
- Requires exceptional confidentiality and trustworthiness.
- Past experience in financial management is a plus, but not required. However, this individual must be detail oriented and comfortable with learning the necessary systems and software to assist in accounting functions

Opportunities Going Forward

CRM recently completed a very thorough strategic planning process resulting in a comprehensive strategic plan, *Setting Our Course to 50 and Beyond*. This strategic plan along with CRMs complete statement of values are available at ctrermuseum.org.

About the Connecticut River Museum

[The Connecticut River Museum](http://ctrermuseum.org) (CRM) is a cultural gem dedicated to exploring and celebrating the dynamic relationship between one of America's great rivers and the inhabitants along and around its shores. CRM focuses on the role of the Connecticut River, New England's largest, in the social, commercial, and environmental evolution of its region, from the time of Indigenous Peoples through colonization and industrialization, to the present. By deepening the public's appreciation of the River's importance, CRM seeks to inspire future generations to embrace stewardship of this national treasure, one of only 14 rivers in the country designated by the U.S. government as a National Heritage River. Some 25,000 people from all fifty states and numerous foreign countries visit the Museum each year, including more than 2,500 school-aged children.

This AAM-accredited Museum was founded in 1974 and is now approaching its 50th anniversary. CRM occupies a spectacular waterfront campus and is housed in four historic buildings. CRM's core offerings include:

- a robust array of educational and public programs for youth and adults;
- educational and recreational experiences onboard three vessels that operate from its docks;
- the Onrust, a re-creation of the ship commanded by the Dutch explorer Adriaen Block on his voyage up the River in 1614;
- the RiverQuest, an eco-tour cruiser accommodating 60 passengers; and a 6 passenger aluminum landing craft often used for small education excursions and experiments;
- an extensive collection of marine objects, tools, art, and artifacts (including the famous and highly popular "Turtle," an operational model of America's first submarine);
- permanent and special rotating exhibits exploring diverse aspects of the River's story;
- a distinguished research archive comprising rare books, journals, and manuscripts; and,
- a waterfront campus that serves as the venue for community gatherings and public events, including a summer concert series and lecture series.

The Museum is located six miles upriver from Long Island Sound in the picturesque village of Essex, Connecticut. Essex lies squarely within the tidelands area of the Connecticut River that the Nature Conservancy has named one of the Western Hemisphere's "40 Last Great Places". The village is widely acclaimed for its charming architecture, civic spirit, the natural beauty of its surroundings, cultural amenities, and excellent school system — indeed for its overall quality of life. It is equidistant from New York and Boston and easily accessible to both by rail and car. Major nearby educational institutions, including Yale, Wesleyan, the University of Connecticut, Trinity, and Connecticut College. The abundance of other nearby educational, cultural, and environmental institutions presents rich opportunities for cross collaboration, which the Museum eagerly pursues.

Application Process and Additional Information

Please email your resume and cover letter to jobs@ctrivermuseum.org. Please include your last name and the title of the job in the subject line. Applications will be accepted until the position is filled.

Equal Opportunity Employer

The Connecticut River Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.