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## **Administrative Assistant, Engagement Department**

**Position:** Administrative Assistant, Engagement Department

**Supervisor:** Deputy Director and Chief Strategy Officer

**Type:** 40 hours/week; non-exempt

**Salary Range:** \$22 to \$23/hr

**Target Start Date:** May 1, 2024

### **Organization Overview**

Formed in January 2020, Revolutionary Spaces brings people together to explore the American struggle to create and sustain a free society as singularly evoked by the two national treasures we care for: Boston's Old South Meeting House and Old State House.

Through community partnerships, contemporary forms of storytelling, and important civic conversations, Revolutionary Spaces strives to bring people together to explore the history and continue the work of democracy that took shape in these buildings, located two blocks from each other in the heart of downtown Boston. We are dedicated to creating experiences for our audiences that not only deepen understanding of the past, but also provide a fresh perspective on the world we live in today and help us create new ideas and tools to build a more just and equitable tomorrow.

### **About the Position**

The Administrative Assistant position provides support to the Engagement Department, which encompasses development, events, marketing, communications, and public programs. The Administrative Assistant will assist with the planning, organizing, and coordinating of both core departmental work and special projects.

The position requires the ability to manage multiple deadlines, be proactive and efficient, work independently, handle shifting priorities, and interface inside and outside the organization with a high level of professionalism. Discretion, problem-solving, and understanding of multiple work styles is imperative for the success of this position.

### **Key Responsibilities**

- Draft materials related to public programs, including run of shows that include program introductions, wrap-ups, and promotion of future events.

- Attend meetings of the full Engagement Department team as well as individual departmental meetings as needed.
- Manage logistics of conducting and analyzing regular post-event audience surveys to identify opportunities for improvement.
- Maintain data relating to attendance and digital engagement and create reports for other departments as needed.
- Perform administrative duties related to the promotion of public programs, including posting event listings in a timely manner and picking up and distributing print materials to community partners.
- Manage databases and confidential information in Raisers' Edge and Constant Contact as assigned to strengthen partnerships with external stakeholders.
- Handle logistics related to filming requests.
- Manage departmental calendars and proactively assist with meeting preparation and follow up.
- Provide special event and program support, including scheduling events, designing and managing ticketing and RSVP processes for individual events, and arranging for guest travel.
- Assist with financial administrative activities, including compiling of receipts, submitting invoices for payment, tracking of restricted funds, creating invoices, and tracking payments received.
- Work to create and sustain a positive and collaborative culture.
- Perform other related duties as assigned.

## **Qualifications**

- Required qualifications
  - Minimum two (2) years of professional experience in an office setting
  - Flexibility to work some weekends, holidays, and evenings
- Preferred qualifications
  - Bachelor's degree
- Knowledge, skills and abilities
  - Demonstrated time management, organizational, and planning skills with an strong ability to multitask in a busy work environment
  - Proficiency with and/or willingness to learn technology, including G Suite, Constant Contact, and Raiser's Edge
  - Excellent written and oral communication skills
  - Comfortable working independently and collaborating as part of a team to ensure information is shared with others who should be informed
  - High attention to detail and proactive approach to follow up

**Physical Requirements**

The work of this position takes place both in a regular office environment and at a historic site. Some staff offices are located on the third floor of a 300-year-old historic building without an elevator. As a result, the candidate should be able to carry objects weighing up to 50 pounds up and down the stairs. This is a hybrid position, with a minimum on-site presence of three days a week at the Old South Meeting House or Old State House.

**Benefits**

Generous vacation and Federal holidays schedule; 403b with 5% match after one year; Health insurance; FSA Medical & Dependent care accounts; Professional development; MBTA pass program; and free admission to many local museums.

**Application Requirements**

Application requires a cover letter and resume sent to [events@revolutionaryspaces.org](mailto:events@revolutionaryspaces.org)

For more information about Revolutionary Spaces, visit [www.revolutionaryspaces.org](http://www.revolutionaryspaces.org).