

Administrative/Office Assistant

CT Humanities, a state affiliate of the National Endowment for the Humanities, seeks a full-time (37.5 hours) Administrative/Office Assistant for its 6-member staff in Middletown, CT. CT Humanities administers the state-wide Connecticut Humanities Fund, digital humanities websites connecticuthistory.org and teachitct.org, and the Connecticut Center for the Book. Our mission “encourages curiosity, understanding and critical thinking, providing leadership through grants, partnerships, and collaborative programs” and the ideal candidate will support staff in pursuit of these ends. The Admin/Office Assistant reports to the Executive Director.

Salary: \$40-45K plus benefits.

Duties are divided between the following:

Managing ED schedule and email

- State, regional, national travel itinerary
- Review email, help develop daily schedule and routine
- Prioritize ED engagements (meetings, mail/email/phone responses)

General office administration

- Incoming/outgoing mail
- General office phone and email inquiries
- Organize files

Board and committee meetings

- Organize board and committee meetings (in person and/or conference call)
- take and edit meeting minutes
- Create and distribute quarterly board packets

This position requires one to function as a liaison between staff, board members, grantees, partners, legislators and legislative aids, funders, donors, etc. Understanding these relationships is critical and excellent communication skills are required.

Essential skills and duties include

- Task and goal oriented
- Proficiency in Microsoft Office suite
- Database experience - Maintain and update databases and generate reports
- Effective writing and editing
- Good communication skills with board and staff; liaison role
- In-state travel required

Our wish list

- Social media experience (FB, Twitter, E-newsletter)
- Event management
- Budget experience/tracking expenses
- Prior office experience preferred

Education

- B.A. in a humanities discipline preferred

Words and phrases that describe you: Highly organized. Efficient. Tech savvy (bonus if you have WordPress experience). Social media savvy. Gregarious. Curious. Adaptable. Flexible. Self-learner.

Please indicate your interest with a cover letter and resume. In your cover letter, please tell us why you are the ideal candidate for this CT Humanities position.

Position announced: 1/9/2019

Deadline: Open until filled