## **JOB DESCRIPTION**

**POSITION:** Executive Assistant to the Executive Director

**REPORTS TO:** Executive Director

**LOCATION:**  Aboard the USS Hornet Museum, Pier 3, Alameda, CA

Aircraft Carrier Hornet Foundation preserves and honors the legacy of the USS Hornet, a national historic landmark, and its role in naval aviation, the defense of our country, the Apollo Program and exploration of space.  The USS Hornet Museum connects the greatest generation of Americans with future generations, educating and inspiring them to meet their challenges.

As a modern marvel of technology for its era, the Hornet provides the ideal platform for public education in the areas of science, technology, engineering, and mathematics (STEM), aviation, space exploration, naval history and topics of general historic interest. Hornet is the most authentically restored aircraft carrier museum in the United States, offering an exceptional venue for unique education, event, and entertainment experiences. Goals for the museum include:

* + Chronicle the achievements and sacrifices of those who defended our nation   
    and protected its interests through their naval service.
  + Provide a tactile educational experience to visitors of all ages, involving the technological, physical, and social sciences.
  + Preserve the drama, excitement, and technology of America’s rich naval and space heritage.
  + Provide a premier, family-oriented attraction to SF Bay Area residents and visitors from across the nation and around the world.
  + Enhance the San Francisco Bay Area’s image as a national and international visitor destination.

**DUTIES AND RESPONSIBILITIES**:

Under the direction of the Executive Director, this position serves part-time on a daily basis as the assistant to the Executive Director performing the following functions:

* + Utilizing excellent organizational, interpersonal and communication skills.
  + Acting as liaison between the Executive Director with staff and volunteers.
  + Maintaining/coordinating the Executive Director’s calendar, travel, reimbursements, presentations and reporting deadlines.
  + Aid in coordination of key annual or special events such as the 4th of July celebration.
  + Expertise in engaging with donors, trustees, visitors in person and by phone.
  + Interface with multiple departments to gather appropriate information and data to complete projects.
  + Maintain organizational memberships, and is responsible for knowing and tracking what organization we currently belong to and when it is time to renew any memberships.

**QUALIFICATIONS:**

* + At least 2-4 years of experience as an executive assistant.
  + Team player with strong attention to detail.
  + A self-starter and multi-tasker who regularly demonstrates initiative with minimal direction.
  + Excellent oral and written communication skills, as well as being a quick and efficient typist.
  + Must be proficient with advanced skills in MS Office (Word, Excel, PowerPoint, Outlook), along with the ability to learn specialized programs when needed.
  + Must have comfort level working in a museum environment, with daily interaction with the public and volunteers, aboard an historic WWII aircraft carrier. This includes ability to work on a national historic landmark that is not ADA-compliant thus the physical environment of the workspace is a steel ship with ladders, tight passageways, low ceilings and areas exposed to the natural elements.

**WORKING ENVIRONMENT:**

This is a part-time position, based in Alameda aboard the USS Hornet ship, which includes steel decks and ladders to get from one deck to another. Travel is less than 10%, if ever.  Working evenings and weekends is rare, but may occur for special occasions 3-4 times a year.

**COMPENSATION:**

Salary $18/hour with a free family membership to the USS Hornet. Health benefits not included. The USS Hornet Museum is an equal opportunity employer.

**CONTACT:** Human Resources - c/o Isy Anschutz, [isy.anschutz@uss-hornet.org](mailto:isy.anschutz@uss-hornet.org), (510) 521-8448 X 260.