



Position: Office Administrator & Executive Assistant

Reports to: CEO

Effective Date: July 13, 2026

Position FLSA Classification: Non-Exempt

SUMMARY

The Office Administrator & Executive Assistant is a full-time, non-exempt position responsible for providing administrative, executive, operational, and basic accounting support to the U.S. Marshals Museum. This position serves as a central point of coordination for the Museum's administrative office and plays an important role in ensuring efficient communication, accurate recordkeeping, and continuity across departments.

The position provides direct administrative support to the senior leadership team, assists with routine finance and accounting processes, coordinates general office operations, and supports Museum meetings, events, programs, and organizational initiatives.

The ideal candidate will be highly organized, dependable, discreet, and service-oriented, with the ability to manage multiple priorities in a dynamic, fast-paced nonprofit environment. Success in this position requires strong communication skills, attention to detail, sound judgment, initiative, and the ability to work both independently and collaboratively with staff, board members, donors, volunteers, vendors, guests, and community partners.

Equal Employment Opportunity

USMM 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.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Essential Duties and Responsibilities

Executive and Administrative Support

- Provide direct administrative support to the senior leadership team, including calendar coordination, meeting scheduling, correspondence, document preparation, travel arrangements, and follow-up on key administrative matters.
- Assist with preparations for staff, board, committee, donor, community, and other Museum-related meetings.
- Coordinate meeting logistics and prepare agendas, packets, presentations, minutes, reports, and follow-up materials as requested.
- Prepare, organize, proofread, and maintain professional correspondence, documents, reports, records, and presentations.
- Help coordinate communication with board members, donors, vendors, community partners, government representatives, and other external stakeholders.
- Maintain confidentiality regarding executive, board, personnel, donor, financial, and organizational matters.

Office Management and Internal Coordination

- Serve as the primary point of contact for general office administration, coordinating day-to-day operational needs, office equipment, supplies, vendors, and related services.
- Maintain regular communication with department heads to track upcoming programs, events, campaigns, deadlines, and resource needs.
- Support interdepartmental coordination through shared calendars, scheduling, forms, records, and other administrative processes.
- Maintain accurate and organized physical and electronic filing systems for administrative, financial, personnel, donor, membership, vendor, and operational records.
- Assist with employee onboarding and help ensure staff have the administrative resources, technology, and information needed to perform their responsibilities effectively.

Accounting and Finance Support

- Provide routine accounting, data-entry, reconciliation, and recordkeeping support for the finance and administration office.
- Assist with accounts payable and accounts receivable processes, including invoices, receipts, deposits, donations, memberships, sponsorships, facility rentals, ticket sales, retail revenue, and related documentation.
- Prepare and maintain payment requests, credit card records, reimbursements, vendor files, and supporting financial materials.
- Enter, organize, and verify information across the Museum's accounting, donor, membership, ticketing, retail, and point-of-sale systems, following up on missing or incomplete documentation as needed.

Museum, Event, and Organizational Support

- Provide professional, service-oriented support to staff, board members, donors, volunteers, guests, vendors, and community partners.
- Assist with Museum events, programs, rentals, donor activities, meetings, campaigns, and special projects, including occasional off-site, evening, and weekend responsibilities.
- Support organizational priorities and perform other duties as assigned while promoting professionalism, accountability, collaboration, and service.

Required Qualifications

- High school diploma or equivalent, with postsecondary education, specialized administrative training, or at least two years of relevant office, bookkeeping, executive-support, or organizational experience.
- Proficiency with Microsoft Office, email, calendars, spreadsheets, general office technology, and the ability to learn Museum-specific accounting and data-management systems.
- Strong organizational and time-management skills, with the ability to manage multiple priorities, meet deadlines, follow instructions, and maintain accurate records.
- Excellent written, verbal, interpersonal, and listening skills, with a professional demeanor and fluency in written and spoken English.

- Demonstrated discretion, sound judgment, attention to detail, and the ability to work independently while contributing effectively to a collaborative team.

Preferred Qualifications

- Associate or bachelor's degree in business administration, accounting, nonprofit management, communications, or a related field.
- Experience in a nonprofit, museum, cultural, educational, or other public-facing organization, including support for senior executives, boards, or volunteer committees.
- Experience with bookkeeping, financial documentation, accounting software, and donor, membership, ticketing, CRM, or point-of-sale systems.

Knowledge, Skills, and Abilities

- Knowledge of office administration, executive support, records management, research, and report preparation.
- Strong organizational, planning, problem-solving, and prioritization skills, with the ability to manage multiple projects and changing needs in a fast-paced environment.
- Professional communication, sound judgment, initiative, confidentiality, reliability, and commitment to accurate, service-oriented work.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- **Physical Demands:** The physical demands described below are representative of those required to perform the essential functions of this position. The employee must be able to communicate effectively in person, by telephone, and in writing; remain seated and work at a desk or computer for extended periods; and regularly use a keyboard, mouse, telephone, copier, scanner, and other standard office equipment. The position requires close visual acuity for reviewing electronic and printed materials, including correspondence, reports, records, and proposals. The employee may occasionally be required to stand, walk, reach, bend, and lift or move materials weighing up to 25 pounds. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the position.
- **Work Environment:** Work is performed primarily in a professional office environment within the U.S. Marshals Museum, with occasional responsibilities throughout Museum galleries, event spaces, community locations, and indoor or outdoor settings. The employee may be exposed to varying weather conditions while supporting off-site activities or outdoor events. The noise level is generally low to moderate but may increase during public programs, special events, or periods of high visitor activity.

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.