



EXECUTIVE ASSISTANT
Rhode Island Black Heritage Society
Providence, Rhode Island

The Executive Assistant is a part-time position supporting the Executive Director, staff, and the Board of Advisors. They serve as a crucial link between them, providing communication, logistical support, and adding a crucial strategic eye towards the ebb and flow of Society programs. Duties include ensuring that the Society is open and operating effectively, promoting a superior experience for visitors, members, and volunteers, and ensuring the safety and security of the Society's collections, assets, and facilities.

Requires a minimum of High School degree with relevant administrative and office work experience. Strong organizational skills, ability to prioritize and organize multiple activities, must possess accuracy and attention to detail with the ability to work effectively under pressure and meet deadlines. Good verbal and written communication skills are important as is the ability to work effectively with minimal supervision, and to treat confidential information with appropriate discretion. Proficiency with Zoom, Google Docs, Microsoft Word, Outlook, PowerPoint, Excel, and other virtual meeting platforms will be expected.

The Executive Assistant must have the ability to work successfully with all people in contact with the Society. This is a 30-hour week, that works on site and remotely (temporary). Some evening and weekend hours may be required. Must have ability to climb stairs, lift up to 30 pounds and possess a valid driver's license and access to a car. To apply: Send a resume and letter in confidence to Theresa Guzman Stokes at soni.stokes@riblackheritage.org Applications close August 6, 2022

EMPLOYMENT TYPE: Part-time

SALARY RANGE: \$25,000-\$32,000