

Executive and Strategy Coordinator (F/T)

The Staten Island Museum seeks a motivated Executive and Strategy Coordinator to provide essential administrative support to the President & CEO and development office. This role serves as a liaison between the CEO and staff team and the Board of Trustees in handling administrative needs and coordinating planning to meet institutional goals and deadlines. The Coordinator serves as a crucial link between leadership and the staff team to ensure work implementation is progressing to advance museum's annual work, strategic goals and initiatives. Responsibilities include providing project management support to institutional projects so that they planned effectively to meet objectives and deadlines, managing executive calendar and appointments, aligning cross-departmental teams and establishing workflow, supporting activities of the Board of Trustees, and analyzing programs and audience data. This position requires strong organization, project management, communication, and analytical skills to drive strategic success. Reporting directly to the CEO, this is an excellent opportunity to serve as the right-hand person to the chief executive to learn and contribute to a nonprofit organization's management.

About the Staten Island Museum

Founded in 1881, Staten Island Museum engages visitors with interdisciplinary exhibitions and education programs that explore the dynamic connections between natural science, art, and history based on its broad collections. The Staten Island Museum is a member of the Cultural Institutions Group, a public-private partnership with the City of New York. SIM is a premier cultural institution with a longstanding history in the community. In Fall 2015, Staten Island Museum opened its flagship building at Snug Harbor and is in planning phases for an expanded STEAM Education Center.

See www.statenislandmuseum.org for more info about the museum.

Duties and Responsibilities:

- **Executive Administrative Support** Manages CEO calendar and appointments, answers phone, responds to staff and external inquiries, drafts communications, prepares and briefs CEO for meetings
- **Project Management:** Tracks progress, sets benchmarks, manages timelines, and ensures deliverables are met.
- **Coordination & Communication:** Facilitates communication between the CEO office and staff team, amongst cross-functional teams, stakeholders, and the Board of Trustees and external partners.
- **Data & Analysis:** Tracks and analyzes program success, audience and engagement data, prepares reports, assesses outcomes and compares to broader trends.

- **Alignment:** Ensures specific projects and tasks align with the overall mission and strategic vision.
- **Implementation Support:** Assists in executing strategic plan activities to ensure that the museum is on track to meet deadlines and goals.
- **Board Liaison** Prepares and manages board and committee meeting preparations and recordkeeping

Skills and Qualifications:

- **Experience:** Minimum 2-3 years office experience. Working understanding of office protocols and general business practices and communications. Project management experience desirable.
- **Organizational Skills:** Excellent planning and tracking abilities; attention to details; time management skills with ability to prioritize and meet deadlines.
- **Communication:** Strong verbal and written skills with diplomacy for staff, board and stakeholder engagement. Discretion in handling of confidential and sensitive information
- **Technical Literacy:** Proficiency with Office Suite especially Outlook calendaring; CRM (museum uses Altru); video conferencing
- **Education:** Bachelor's Degree in Business, Management, Communications or related fields, or equivalent.

Compensation:

\$50,000 annual salary for non-exempt full-time position (35 hours/week).

The Staten Island Museum offers a comprehensive employer-sponsored benefits package including full health care coverage for individual or family, generous vacation time and holidays, supplemental benefits, and retirement program access including 401K program (non-matching) and pension, designed to promote health, well-being, and long-term security for our employees.

Start Date and Schedule:

Position is open immediately. The position is full-time 35 hours/week, Monday through Friday, with occasional evening and weekend attendance for community events and special museum programs.

To Apply

To apply, please submit cover letter and resume to apply@statenismuseum.org with **subject line: Executive and Strategy Coordinator – [your last name, first name]**.

Applications and interviews will begin on a rolling basis. Applications will be accepted until March 1 or until the position is filled.

No Calls Please.

Staten Island Museum is an Equal Opportunity Employer. SIM values a diverse workforce and an inclusive culture. SIM encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.

Research shows that women and people from underrepresented groups often apply to jobs only if they meet 100% of the qualifications. If you believe you meet most of the qualifications, we strongly encourage you to apply.