

Part-Time Communications & Administrative Assistant (20 hours/week)

Location: Norman B. Leventhal Map & Education Center at the Boston Public Library,
700 Boylston St, Boston, MA 02116

Reports to: Development Manager, with dotted line to President

The Leventhal Map & Education Center is an independent nonprofit organization that offers extensive programs to K- 12 students and teachers both onsite and in school classrooms. Based at the Boston Public Library in Copley Square, the Leventhal Center also presents changing exhibitions and public programs including lectures and family events, collects, catalogs and conserves a collection of 200,000 maps and 5,000 atlases, and provides reference and research services.

The Center has identified communications as an important strategic area to build the institution's success. The successful candidate for this position will help to create and be responsible for implementing a strategic communication plan designed to engage patrons across different channels and will provide office, administrative, and database support to the President, Development Manager and other staff as needed. The ideal candidate will have outstanding communication skills and interest in marketing, impeccable accuracy and attention to details, superb organization and time management abilities, excellent database skills, and able to be both self-directed and a team player in a small entrepreneurial nonprofit organization.

Experience and passion for working in a museum/cultural organization a plus.

Duties include:

COMMUNICATIONS 50%

- Assist in design and implementation of communications strategies
- Write on behalf of others and maintain a consistent brand voice across materials
- Draft and edit communications copy (press releases, publications, fluency in all social media platforms)
- Assist in maintaining web content and executing social media strategies
- Implement digital and other marketing strategies
- Act as liaison to Public Relations consultants
- Track projects, collect impact data

ADMINISTRATION 30%

- Provide administrative support to President, Development Manager and team members as needed
- Maintain calendars and appointments and exercise judgement when acting as liaison between Board members, management, and other Map Center contacts
- Prepare presentations and reports, including Board meeting materials.
- Track organization statistics

Part-Time Communications & Administrative Assistant (20 hours/week)

- Process incoming mail and internal communications including circulating for approval incoming revenue, outgoing expenses, and timesheets
- Manage and order office supplies, and coordinate office facilities needs
- Support filing needs for President and development operations

DATABASE SUPPORT 20%

- Provide backup for entering gifts in *Raiser's Edge*, including checks, recurring gifts, credit cards, online gifts, payroll deductions, wire transfers/EFTs, gifts-in-kind, and event ticket purchases.
- Provide support for processing all gift acknowledgement letters in a timely manner, including letters signed by the President, board chair, and/or others.

Requirements:

Bachelor's Degree

Outstanding writing, editing, and interpersonal communications skills

Experience with graphic design and presentation software

Experience with digital marketing, website analytics, and social media

Strong organizational skills and attention to detail

Excellent skills in MS Office and database software; *Raiser's Edge* experience a plus

Ability to work efficiently and independently

Ability to handle multiple tasks, and to meet deadlines

Impeccable attention to details, proofreading ability

Passion for nonprofit education, historical materials, maps and the stories they tell

Benefits include vacation, sick and personal days, prorated per personnel policies. Benefits do not include health, dental or retirement plan.

There is no city residency requirement.

The Leventhal Center requires all employees to complete a CORI (Criminal Offender Record Information) check as part of a general background check before beginning employment.

Submit resume, cover letter, 3 professional references and a brief sample of your communications work (written, graphic, or social media) to:

employment@leventhalmap.org with subject line "Communications & Admin Assistant, Last Name, First Name". No phone inquiries please.