

Job Description  
**Senior Administrative Coordinator**



THE RALPH C. WILSON, JR.  
CHILDREN'S MUSEUM

POSITION REPORTS TO  
President & CEO/CFO

POSITION SUMMARY

This position will assist Senior Leadership with daily administrative duties, as well as coordinate recruitment and onboarding for the museum. The candidate will contribute to the attainment of specific goals and results of the organization. A critical part of this position involves the planning, verbal and written correspondence.

Explore & More-The Ralph C. Wilson, Jr. Children's Museum has as its mission to provide best-in-class play experiences where all children, families and the community can explore, learn, and develop together. Explore & More fosters and supports its commitment to equity, diversity, and inclusion.

PRIMARY RESPONSIBILITIES

- Acts as the central contact for special museum projects
- Manages museum scheduling and procurement
- Maintains the policy handbooks, including the board and team orientation handbook assists in educating employees on company policies
- Master point of Sale and data system to assist in creation and tracking of all correspondence
- Assist in the hiring process of employees and volunteers includes recruitment, interviews, verifying work history and references, and tracking of applicants and qualified candidates
- Attends outreach events to generate qualified applications
- Performs pre-employment screenings as required by the organization
- Assists with new-hire procedures in conjunction with outsourced HR firm: including organizing employee orientation, creating new employee files, administering employee handbooks, and ensuring all necessary paperwork is completed
- Organizes, maintains, and updates employee information as needed
- Works with leadership team to coordinate training sessions and seminars as needed
- Assists in ad-hoc projects
- Other duties as assigned

QUALIFICATIONS

- High School Diploma or Equivalent, Associate Degree preferred
- Knowledge of the Microsoft Office software including Word, Access, Excel, and PowerPoint, as well as a working knowledge of Outlook is essential
- Excellent writing skills, focusing on business-type correspondence, recording meeting minutes and drafting concise reports are important
- Highly organized, detail oriented
- 8 years-experience preferred in an administrative role
- Ability to communicate effectively both to other members of staff, outside colleagues and members of the public
- Ability to solve problems, anticipate future needs and be self-motivated

Salary: \$48,000-\$52,000

Please send resume and cover letter to: [murbanczyk@exploreandmore.org](mailto:murbanczyk@exploreandmore.org)