



IMMEDIATE OPENING: SPECIAL PROJECTS ASSISTANT December 5, 2018

The Special Projects Assistant will support the development and implementation of strategic initiatives for The National Society of The Colonial Dames of America (NSCDA), one of the country's finest nonprofit organizations devoted to historic preservation and patriotic service. Areas of support will primarily include the Great American Treasures: NSCDA Museum Alliance (GAT), the Women in Preservation Symposium, and the NSCDA Museum Alliance Grant Fund.

RESPONSIBILITIES OF THE POSITION INCLUDE:

- Provide administrative support as needed for the development and implementation of NSCDA strategic initiatives including, but not limited to: the Great American Treasures: NSCDA Museum Alliance, Women in Preservation Symposium, and Museum Grant Fund;
- Receive and organize information and digital assets from GAT member museums, and share collected data with gathistory.org web team;
- Develop a social media calendar for GAT and create content for GAT's various social media channels, in line with the mission and vision of the program and the NSCDA;
- Research and catalog current and past NSCDA museum-related projects, and communicate changes in affiliation with the Curator of Special Projects;
- Oversee master calendar of GAT museum events;
- In partnership with the Curator of Special Projects, GAT Team, and others, source and create content for periodic public communications, sent out on behalf of the GAT program and member museums;
- Other duties as assigned by the Curator of Special Projects.

QUALIFICATIONS:

- Bachelor's degree, with 1-2 years of administrative or similar experience preferred; Experience in small museums and/or historic houses a plus;
- Excellent customer service skills;
- Tactful, congenial, self-directed, motivated, and proactive;
- Knowledge of WordPress preferred, but not required;
- Proficient use of social media platforms (Instagram and Facebook, primarily);
- Ability to effectively manage competing and changing priorities and thrive in a fast-paced, deadline-oriented environment;
- Highly organized team-player;
- Must be an excellent communicator, both orally and in writing. Strong grammar and writing skills are required;
- Skilled use of the Microsoft Office suite including Word, Excel and PowerPoint.

SCHEDULE AND COMPENSATION:

- Part-time, hourly (non-exempt) position; 20 hours/week; \$18/hour
- Consistent weekly schedule required; please include scheduling availability (M-F, 8:30am-5:00pm) and flexibility in application materials

TO APPLY:

Please send cover letter (with scheduling availability) and resume to CatherineNuzum@NSCDA.org with "Special Projects Assistant" in the subject line. No phone calls please.