Location: Fort Lauderdale, Florida
Position: Executive Assistant/Digital Engagement/Office manager
Hours: F/T 40 hours per week (some weekend days)
Reports to: Executive Director

The Stonewall National Museum and Archives (SNMA), a non-profit organization dedicated to the preservation of LGBTQ culture through the maintenance of a museum, library, and archive seeks an executive assistant/operations-office manager/ Digital Engagement professional to assist with a wide array of tasks from ordering office materials, booking flights, answering phones, running front desk, projects related to marketing and promoting SNMA’s programs and activities. Learn more about SNMA at Stonewall-museum.org.

Specific Responsibilities:

- Public event listings on existing outward facing media websites.
- Updating comprehensive LGBTQ press list
- Social media postings on Instagram, Facebook, YouTube, etc.
- Updating e-news mailing lists
- Updating local non-profit organizations lists
- Updating other LGBTQ organizations nationwide
- Updating website
- Technical support for virtual public programming
- Simple editing and posting of videos.
- Other tasks as assigned

Qualifications

- Extremely organized and motivated
- Proficient with Microsoft Office products (Word, Excel, PowerPoint, Hootsuite, WordPress)
- Has excellent verbal and written communication skills
- Ability to work individually on a project in a small team environment
- Is eager to meet and exceed objectives and take on more responsibilities
- Possess a positive attitude with initiative, reliability, and punctuality
- Harvesting performance metrics
- Other tasks as assigned

Stonewall National Museum and Archives treats all applicants for employment fairly, basing hiring decisions on individual qualifications to fill available positions. In addition, Stonewall National Museum & Archives is committed to proving equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability, marital status, personal appearance, family responsibilities, genetic information, political affiliation, matriculation, or any other category prohibited by law. (posting June 12, 2022)

PLEASE SUBMIT ALL RESUMES and 3 References to: robert@stonewall-museum.org
NO CALLS