

Job Description

SCM Administrative Coordinator

JOB SUMMARY:

The Administrative Coordinator will support SCM's mission and vision by coordinating the Museum's day-to-day back-office work and museum store.

This individual should have experience with data management and administrative work, possess excellent problem-solving skills, critical thinking, and communication skills, be highly organized and have a passion for early childhood education.

Job Title: Administrative Coordinator

Reports To: Executive Director

Exempt/Non-Exempt: non-exempt

Full-time/Part-time/Seasonal: Part Time, up to 28 hours per week

Compensation: \$21.00 - 29.00 /hour

Schedule: Flexible

Major Job Responsibilities

- Support the Leadership Team with the planning, preparation, and implementation of all daily administrative tasks such as scheduling, data entry and tracking, file storage and organization, calendar management, email and voicemail management, and note-taking during meetings.
- Serves as Admissions Coordinator, which include greeting visitors, selling admission and memberships.
- Maintain Museum Store
 - Order, stock, price all gift shop merchandise
 - Organize purchase and presentation of merchandise with consideration to established marketing and exhibit plans
 - Generate monthly scheduled inventory and sales reports
- Support board of directors needs such as organizing meetings, creating onboarding packets, disseminating important information through our online portal, etc.
- Perform a variety of general clerical accounting duties and responsibilities involved in financial record keeping and reporting for SCM bookkeeper.

- Manages priority projects and ensures deadlines are met.
- Manages organizational projects in a timely manner:
 - Lost and Found collection and disposal
 - Exhibit consumables inventory
 - Maintain storage areas and inventory of items
 - Track long-term exhibit and facility cleaning and rehab projects
- Manages a wide variety of projects on behalf of supervisor or program managers, including ordering supplies and maintaining budgets
- Uses Blackbaud Altru database software to access information and track constituent engagement.
- Perform other duties and responsibilities as assigned.

EMPLOYMENT STANDARDS & MINIMUM QUALIFICATIONS

Minimum Qualifications:

Any combination of education and experience that will provide the ability to perform the work and provide the performance results as stated in the job description.

- Proven excellent customer service skills;
- Two+ years experience in a customer service role;
- Two+ years experience with administrative duties;
- Cash handling experienced;
- Excellent interpersonal and communication skills with both the public and coworkers;
- Bilingual skills preferred;
- Friendly, reliable, and punctual;
- Knowledge of the Google suite (gmail, calendar, sheets) preferred
- Knowledge of the POS system.

To apply, please submit your resume to info@sackids.org with “Administrative Coordinator” in the subject line.

Sacramento Children’s Museum is an Equal Opportunity Employer.