



EXECUTIVE ASSISTANT / PROJECT COORDINATOR

POSITION DESCRIPTION

DEPARTMENT: FINANCE AND ADMINISTRATION
IMMEDIATE SUPERVISOR: Chief Executive Officer
STATUS: EXEMPT
HOURS: 40 HRS. /WEEK

POSITION PURPOSE

MOSH, whose mission is to inspire the joy of lifelong learning by bringing to life the sciences and regional history, is embarking on MOSH Genesis, an exciting project to bring an iconic new museum to Jacksonville's Sports and Entertainment district on the north bank of the St Johns River. To help drive this process, we are seeking an Executive Assistant with Project Coordination experience. This person will play a key role supporting the CEO and other key Genesis team members in the planning and execution of this project. The successful applicant will be a supremely organized professional who can provide comprehensive administrative support to senior executives, while actively managing and overseeing smaller projects, ensuring timely completion and alignment with organizational goals, utilizing strong project management skills to prioritize tasks, track progress, and coordinate cross-functional teams.

DUTIES AND RESPONSIBILITIES

- **Executive Support:**
 - Manage complex calendars, scheduling meetings, appointments, and travel arrangements for the CEO and other senior staff as requested by the CEO.
 - Prepare and distribute meeting agendas, record/transcribe meeting minutes, and track follow-up action items.
 - Handle sensitive and often confidential communications and documents with utmost discretion.
 - Coordinate expense reports and manage administrative tasks.
- **Project Coordination:**
 - Monitor project progress against key metrics, identify potential roadblocks, and proactively address issues.
 - Collaborate with cross-functional teams to ensure project alignment and timely delivery.
 - Create and maintain project documentation, including status reports, presentations, and project plans.
- **Communication and Coordination:**
 - Act as a liaison between the CEO and internal/external stakeholders, effectively communicating key information.
 - Handle logistics and communications for the MOSH Board of Trustees.
 - Occasionally represent the CEO at meetings, effectively relaying progress and outcomes as needed.
 - Proactively anticipate needs, identify potential issues, and propose solutions.



- Facilitate smooth communication flow within the team and with key contacts.
- **Technical Skills:**
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
 - Familiarity with project management tools (e.g. Trello)
 - Outstanding organizational and time management skills

QUALIFICATIONS:

- Bachelor's degree preferred
- 3+ years of experience as an Executive Assistant with demonstrated project management experience
- Proven ability to manage multiple priorities and meet deadlines effectively
- Proven superlative organizational skills
- Exceptional communication and interpersonal skills
- Discretion in the management of sensitive and confidential information
- Detail-oriented with strong analytical and problem-solving abilities
- Ability to work independently and as part of a team

Note: Specific responsibilities may vary depending on the organization and executive's needs, but the core focus will always be on providing high-level administrative support while actively managing projects with a project management mindset.

TIME COMMITMENTS:

Hours are generally Monday-Friday, between 8:30 am to 5:00 pm, but due to the nature of the project, some flexibility is required. Some weekends and evenings may be required due to project deadlines or other important milestones

EQUAL EMPLOYMENT OPPORTUNITY:

MOSH provides equal employment opportunities for all applicants and employees. We do not unlawfully discriminate on the basis of race, color, creed, ancestry, medical condition, religion, sex, national origin, age, disability, veteran status, marital status, sexual preference or any other basis prohibited by federal or state law or local ordinance applicable to our work locations. We also make reasonable accommodations for disabled employees if we are aware of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADA/ADAAA.

This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.