SENIOR ADMINISTRATOR, WATERFRONT AND RESILIENCY INITIATIVES

Description
Boston Children’s Museum is seeking an individual with high attention to detail, excellent organizational and communication skills to support the Museum’s Waterfront Initiative, a climate change resiliency effort to rebuild our waterfront into a visionary, welcoming, education-focused destination while sustaining the Museum and the Fort Point neighborhood for future generations.

This position reports directly to the Executive Assistant and will work closely with the President and CEO, SVP of Finance & Administration/CFO, VP of Philanthropy, and VP of External Relations & Corporate Development to support the project’s administrative functions and responsibilities including communications with internal and external stakeholders, and the Board. Write and edit documents such as letters, reports, presentations, and forms, and prepare meeting minutes, memos, emails, invoices, reports, and other correspondences.

In addition, the Senior Administrator will support Museum Leadership with staying organized and completing daily administrative tasks as required, including but not limited to; answering phones, greeting visitors, calendar management, scheduling, and coordinating appointments and meetings, including travel, catering, and hotel arrangements. Assist with maintaining and filing records, meeting notes, and other sensitive documentation.

Responsibilities
Key administrative liaison for the planning and execution of the Museum’s Waterfront Master Plan
- Administrative lead between BCM’s executive leadership team, the Museum’s lobbyist agency of record, and the Waterfront Task Force
- Internal and external coordination of meetings with Museum senior leaders, lobbyist groups, public agencies, neighborhood property managers, community and advocacy groups, and other key stakeholders
- Assist as requested in socializing BCM’s Waterfront Master Plan with public and private entities to create positive momentum, garner support and engage community stakeholders
- Attend regular meetings to capture minutes and key action items between BCM representatives and Boston waterfront advocacy groups, regulators, community partners, and other stakeholders
- Assist with writing briefing memos, talking points, and other communications materials that explain and advocate BCM’s climate resiliency strategy and impacts on Fort Point, the Seaport, and Greater Boston
- Assist in leveraging staff, board, and volunteer contacts toward introductions of new climate resiliency stakeholders
- Supports the planning and execution of climate resiliency efforts in Boston and beyond
- As requested, attend public meetings and roundtables related to the Waterfront project, captured meeting minutes and key action items
- Prepares dashboards and progress reports on waterfront master plan execution
- Other duties as assigned. Flexibility is required as responsibilities may shift with department needs

Qualifications
A Bachelor’s Degree with 3-5 years of relevant experience in non-profit project management, administration, corporate social responsibility, or other related
professional experiences.
- Proficiency with written and verbal communication and planning and strong attention to details
- Excellent organizational skills and the ability to prioritize tasks and establish and meet strict deadlines
- Excellent interpersonal skills and the ability to build relationships with a multitude of public, private, and non-profit stakeholders
- Strong working knowledge of common computer applications including Microsoft Office Suite including the ability to use data, reporting tools, and related business administration tools.
- Ability to problem-solve and present plausible solutions
- Ability to maintain a high level of poise, professionalism, and ethical standards in all circumstances
- Ability to work independently and collaboratively
- Demonstrated commitment to Equity, Diversity, and Inclusion
- Demonstrated creativity with entrepreneurial or strategic thinking

Preferred Requirements
- Prior experience with community and civic outreach or engagement
- Experience or working knowledge of local, state, and federal environmental agencies, their policies, and regulations
- Experience or working knowledge of climate resiliency, urban planning, or design projects
- Knowledge of customer relationship management database software is strongly desirable

Working Conditions
Physical Demands: Must be able to lift, push, or pull up between 25-40 pounds occasionally, Reach, sit, stand, or walk for extended periods. Required to speak before large and small groups. Needs to converse with a variety of individuals both in person and on the telephone. Requires the ability to see and read a wide variety of handwritten forms and graphic designs.

Work Environment: Normal office environment with varying exposure to office equipment (i.e. printer, fax, shredder, phone, and desktop computer). The Office space and Museum exhibits can be a fast past environment and occasionally may be loud and noisy during peak seasons.

Other Factors: Occasional flexibility with work schedule and hours to support a 7-day operation. Early morning, late evening, and weekend/holiday hours as needed. Occasional travel for external meetings

Job Benefits
(Benefits eligibility is based on regular weekly hours per week)

- Health Insurance
- Dental Insurance
- 13 Paid Holidays
- Up to 12 Sick days
- Mass Earn Sick Time
- Up to 10 Vacation days
- 403(b) Retirement Plan
- Flexible Spending Accounts
- Qualified Transportation Accounts
- Life Insurance
- Short-Term & Long-Term Disability
- American Alliance Museum Access
- New England Museum Association Access
- Free Admission to 100+ Museums
ABOUT

OUR MISSION
Boston Children’s Museum engages children and families in joyful discovery experiences that instill an appreciation of our world, develop foundational skills, and spark a lifelong love of learning.

OUR VISION
Boston Children’s Museum is a welcoming, imaginative, child-centered learning environment that supports diverse families in nurturing their children’s creativity and curiosity. We promote the healthy development of all children so they will fulfill their potential and contribute to our collective well-being and future prosperity.

OUR VALUES
Creativity. Respect. Excellence. Accountability. Thoughtfulness. Equity. Boston Children’s Museum is a curious, experimental, and creative learning organization. We have a child and family-centered focus, welcoming and respecting all Museum audiences. We collaborate and show mutual respect and support for our colleagues. We recognize that each person has equal, intrinsic worth and deserves to be treated with dignity. We are a culture that innovates, changes and pushes boundaries to keep the museum relevant. We are responsible to each other and strive to keep our commitments to our colleagues. We commit to high ethical standards. We recognize the importance of work-life balance, respecting the importance of personal growth and family. We have an ongoing commitment to fairness in all aspects of the Museum and we embrace alternative ways of thinking.