The Mission of the USS Silversides Submarine Museum is to honor the men and women of the military, preserve military history and provide experiences that educate the public about the past and present military history and technology.

OPEN STAFF POSITION

Deadline for Resumes: *December 3, 2025*

TITLE: **Office Administration Coordinator**

HOURS PER WEEK: 25-30 hours per week. Schedule may vary. Weekends and holidays possible.

PRIMARY PURPOSE: The Office Administration Coordinator ensures the smooth operation of internal processes, supports the Executive Director, assists with donor and member engagement systems, and helps coordinate volunteer efforts. This role is ideal for someone who is highly organized, detail-oriented, and passionate about supporting mission-driven work.

SALARY/WAGE: $ 16.00 – 18.00 (depending on experience and qualifications)

SUPERVISOR: Executive Director

RESPONSIBILITIES:

Administrative Support:

- Provide general administrative assistance to the Executive Director.
- Assist with special projects and initiatives.
- Maintain organized filing systems and ensure confidentiality.
- Support the implementation of an admission tracking system.

Operations & Purchasing:

- Manage office supplies and equipment inventory.
- Handle purchasing, vendor relations, and order tracking.
- Support Executive Director in streamlining processes and updating internal procedures.

Staff & Volunteer Coordination:

- Create and manage staff schedules.
- Recruit, onboard, schedule, and oversee volunteers.
- Maintain volunteer records and provide recognition.

Donor and Member Support:

- Assist in maintaining donor databases and ensuring accurate records.
- Support the preparation and distribution of donor communications (e.g., thank-you letters, recognition letters).
- Help with tracking donor interactions and stewardship efforts.

Communications & Event Support:

- Draft internal communications and newsletters.
- Support planning and execution of organizational events.

OTHER RESPONSIBILITIES:

Facility and Campus Support:

- Monitor and address cleanliness issues promptly to uphold museum standards
- Assist with set-up and breakdown of special events, including lectures, workshops, classes, fundraisers, and private functions or rentals
- Provide logistical support during events such as directing guests, coordinating equipment, and managing guest inquiries

QUALIFICATIONS:

Education & Experience

- Associate's or Bachelor's degree in Business Administration, Nonprofit Management, Communications, or a related field (or equivalent experience).
- 2–4 years of experience in office administration, executive support, or nonprofit operations.
- Experience with donor management systems is a plus.
- Experience coordinating volunteers or supporting member engagement is highly desirable.

Skills & Competencies

- Strong organizational and time-management skills.
- Excellent written and verbal communication abilities.
- Proficiency in Microsoft Office Suite and Google Workspace.
- Comfortable with survey tools and basic data analysis.
- Ability to manage multiple priorities and work independently.
- Strong interpersonal skills and a collaborative mindset.
- Attention to detail and commitment to accuracy.

Submit your cover letter and resume to director@silversidesmuseum.org by December 3, 2025 to be considered. Please do not call regarding this posting.

The USS Silversides Submarine Museum is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, creed, color, religion, national origin, gender, gender identity, sexual orientation, disability, marital status, height, weight, or age.