



# Smithsonian

## Science Education Center

### Executive Office Manager

**Title:** Executive Office Manager

**Grade and Series:** IS-0301-11

**Closing Date:** February 19, 2023

**Location:** Washington, DC

**Position #:** *SITRUST-23-SSEC0106*

The Smithsonian Science Education Center (SSEC) is an organization of the Smithsonian Institution dedicated to transforming K-12 Education Through Science™ in collaboration with communities across the globe. To achieve its mission, SSEC has four goals: (1) promote authentic, inquiry-based, integrated K-12 science, technology, engineering, and math (STEM) teaching and learning; (2) ensure diversity, equity, accessibility, and inclusion (DEAI) in K-12 STEM education; (3) advance STEM education for sustainable development (STEM4SD); and (4) translate the research and collections of the Smithsonian into meaningful tools and convenings for K-12 teachers and students. SSEC achieves its goals by: (a) building awareness for science education among school leaders; (b) promoting Leadership and Assistance for Science Education Reform (LASER); (c) supporting the professional growth of K-12 teachers and school leaders; (d) developing exemplary K-12 curriculum materials and digital resources (including the comprehensive research-based science curriculum programs: Smithsonian Science for the Classroom; Science and Technology Concepts for Middle School; and Smithsonian Science for Global Goals); and (d) engaging in research. At the heart of SSEC's work is the idea that all youth—regardless of gender, sexual orientation, geography, race, native language, ability, or socio-economic status—should be given the opportunities to learn about the socio-scientific issues that challenge us. The Smithsonian, through the Smithsonian Science Education Center, plays an active role in sparking students' and teachers' interest in STEM to ensure scientific literacy and a sustainable planet.

For additional information about the SSEC visit [www.ssec.si.edu](http://www.ssec.si.edu).

We are currently seeking an Executive Office Manager. The person in this position serves as Executive Assistant to the SSEC Director. The purpose of this position is to assure that the Director manages and meets all of his/her priorities and obligations. The role translates directly into the SSEC meeting its priorities and obligations.

**PLEASE NOTE:** This is a Trust Appointment, not a Federal position. Appointment background investigation is required.

**This position is in Washington, DC. Duties:**

#### ***Supporting Programs, Products, Core Functions, & Processes***

- Maintains Director's calendar and provides him/her with critical messages as soon as they are received.
- Prepares a variety of correspondence for Director's signature – checking for accuracy, completeness, grammatically correct and timeliness.
- Guarantees documents are reviewed and approved by SSEC Director and/or reviewed for feedback from other team members.
- Develops and executes all logistics and documents for meeting(s) and call(s), both internal & external, acting as executive office "first point of contact". Creates daily briefing book.
- Manages accurate filing systems to ensure records are documented for reference and use by any member of the staff.
- Implements strategies or systems for improving SSEC operational and management support systems.
- Constructs and controls internal deadlines, goals and progress tracking systems and reports.

- Monitors Director's emails and SSEC general email box and main line.
- Prepares and arranges travel for Director.
- Demonstrate support for diversity, equity, accessibility, and inclusion both within the unit and in all outward communications.

***Supports Relationships - Pan-institutional, external, and advisory***

- In collaboration with SSEC's Marketing & Communications team manages monthly, quarterly, and annual reports of all SSEC events and initiatives and implements ways to be more efficient.
- Develops excellent working relationships with SI officials to obtain prompt advice, assistance, and service.
- Communicates information effectively with internal and external national and international leaders representing research, education, business, and government.
- Ensures Smithsonian brand messages into external communications as appropriate using language, images, or methods that meet the Smithsonian brand communications guidelines.
- Acts as primary point of contact between advisory board and SSEC - arranging logistics and materials for semi-annual advisory board meetings and board committee calls in collaboration with SSEC's Advancement & Partnerships Division.

***Supporting contracts/Purchase goods & services***

- Responsible for the processes involved in purchasing goods and services (hotel contracts, catering, and other goods and services) for the SSEC Executive Office.
- Ensures decisions about the purchase of goods and services for the SSEC Executive Office align with budget requirements, meet established deadlines, and align with SI policies.
- Responsible for management and development of Executive Office contracts.

**Qualifications**

- Bachelor's degree or equivalent experience
- Previous experience (2-3 years) supporting a high-level executive, with duties that range from managing a calendar, scheduling travel, monitoring email, etc.
- Previous experience supporting or working with a professional board a plus
- Strong knowledge of MS Office computer software applications – especially MS Outlook
- Strong attention to details and organization skills
- Skill in written communication to prepare, review and edit correspondence, email, and reports for Director.
- Skill in oral communication to delegate on behalf of the Director, receive phone calls and guests, arrange meetings, prepare, and review correspondence, brief executives, and staff on issues of interest to the Director and make arrangements for meetings, travel and other commitments.
- Ability to manage multiple priorities simultaneously
- Experience writing for a blog, website, or social media
- Knowledge of Smithsonian Institution systems preferred

**How to Apply:**

Send by email only: cover letter, resume **in chronological format only**, and salary requirements to [SSEC-HR@si.edu](mailto:SSEC-HR@si.edu). Reference in the subject line of your email: **Executive Office Manager**.

The Smithsonian Institution provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation should contact the Human Resources Specialist listed. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. To learn more, please review the Smithsonian's [Accommodation Procedures](#)

The Smithsonian Institution is an **Equal Opportunity Employer**. We believe that a workforce comprising a variety of educational, cultural, and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs.

See Smithsonian EEO program information:

<https://www.si.edu/OEEMA/IndividualswithDisabilities>.

Please, no phone calls. EEO

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