Advancement Assistant
Smithsonian Asian Pacific American Center

Come join a team of dedicated staff at an exceptional time in Smithsonian history, as the Institution continues a comprehensive strategic plan, expands the programming, educational, and scholarly activity of its museums and research centers, and completes its very first Institution-wide fundraising campaign.

Through this national campaign, the Smithsonian is building a model fundraising organization, one that will meet the growing needs of this unique organization and offer excellent professional opportunities. This position offers exciting opportunities for the successful candidate to make a significant impact on the future of the Smithsonian. There is no better time to join this amazing Institution.

The Advancement Assistant works in the Smithsonian Asian Pacific American Center (APAC) and provides technical and administrative support. This position will assist with a full range of administrative and advancement functions including calendar management, meeting coordination and support, travel preparation, processing procurement requests, creating spreadsheets, templates, documents, reports and tools, event coordination and general administrative support. This position is a temporary position, funded for one year. This is an excellent opportunity to join the Smithsonian Institution, demonstrate your talents and abilities, learn and grow, with potential for a permanent position.

Qualified candidates will successfully demonstrate strong communications skills, an ability to successfully manage multiple deadlines, superior organization skills, and a thirst for learning. Experience in a large, complex non-profit organization preferred.

Established in 1997, the Smithsonian Asian Pacific American Center (APAC) is a national resource for discovering the consequence and complexity of the Asian Pacific American experience through collaboration, exhibitions, programs, and digital experiences. The vision is to enrich the appreciation of America’s Asian Pacific heritage and to empower Asian Pacific American communities in their sense of inclusion within the national culture through the work of museums.

The Smithsonian Institution is a unique complex of 19 museums and galleries, the National Zoological Park, and nine research centers. The Smithsonian is a national and world treasure and is dedicated to its founding mission, “the increase and diffusion of knowledge.” Its exhibitions, programs, collections, and outreach touch the lives of millions of Americans every year, as well as many who visit us from abroad.
The Smithsonian Institution offers a competitive salary and a comprehensive package of benefits. This is not a Federal Position, but has similar requirements and benefits. Interested candidates should submit their resumes and a cover letter to oastaffing@si.edu by November 19, 2015. Please indicate APAC in your e-mail subject line.

*The Smithsonian Institution is an equal opportunity, affirmative action employer. Candidates of all backgrounds are encouraged to apply.*