

Executive Assistant

Michigan Maritime Museum | South Haven, Michigan

Full-Time, Year-Round | \$16–\$18/hour | 40 hours per week | Health Insurance Option Available After 90 Days of Employment.

The Michigan Maritime Museum is seeking an organized, resourceful, and highly professional Executive Assistant to support the Executive Director and Deputy Executive Director and help coordinate the work of the Museum's executive office.

This position is ideal for someone who enjoys bringing order to a busy organization, can manage multiple priorities with discretion and good judgment, and is equally comfortable preparing a Board packet, assisting a Museum member, coordinating a meeting, tracking a project deadline, or helping ensure an important event runs smoothly. The Executive Assistant serves as an important connection point among Museum leadership, staff, Board members, members, donors, community partners, vendors, and visitors.

Primary Responsibilities

- Provide day-to-day administrative and organizational support to the Executive Director and Deputy Executive Director.
- Coordinate calendars, appointments, meetings, deadlines, travel, correspondence, and executive commitments.
- Prepare and proofread agendas, reports, presentations, spreadsheets, letters, meeting materials, and other professional documents.
- Track decisions, assignments, deadlines, and follow-up items across executive and organizational projects.
- Support Board of Directors and committee meetings, including meeting packets, records, logistics, calendars, and follow-up.
- Assist with donor and member correspondence, stewardship, scheduling, acknowledgments, events, and special initiatives.
- Serve as a primary administrative contact for Museum members, assisting with renewals, benefits, communications, records, and general member service.
- Maintain accurate electronic and physical records, contact information, membership data, and administrative systems.
- Assist with fundraising materials, sponsorship requests, annual appeal activities, grants, budgets, research, and institutional projects.
- Coordinate with staff across education, collections, guest services, events, development, fleet operations, and facilities.
- Provide administrative and logistical support during major Museum programs, events, meetings, and other periods of high activity.

The Successful Candidate

We are looking for someone with exceptional organization, communication, attention to detail, discretion, and follow-through. The successful candidate will be able to work independently, anticipate needs, manage competing priorities, and recognize when an issue requires executive attention.

Strong proficiency with email, calendars, word processing, spreadsheets, shared documents, and standard office technology is required. Experience supporting senior leadership, working in a nonprofit or public-facing organization, coordinating projects or events, supporting donor or member relations, or using CRM/database systems is preferred.

Just as important, we are seeking someone who is collaborative, curious, welcoming, adaptable, and enthusiastic about the Museum's educational and public-service mission.

Schedule & Work Environment

This is a full-time, year-round position with a seasonally adjusted schedule:

October–April: Monday–Friday

May–September: Tuesday–Saturday

Occasional evening or weekend availability is required for Board meetings, donor functions, special events, and Museum activities. The position is primarily office-based but works within an active waterfront museum campus and may require movement between buildings, docks, historic vessels, event spaces, and outdoor areas. The position requires the ability to stand for extended periods, work outdoors in varying weather conditions, and lift up to 40 pounds. Reasonable accommodations may be made for individuals with disabilities.

We invest in our people. The Michigan Maritime Museum believes that professional development, continuing education, and lifelong learning strengthen both our staff and our institution. We support opportunities for training, skill development, increased responsibility, and advancement, and we value each employee's long-term career goals. As the Museum grows, we want our team members to have opportunities to grow with us.

To apply for this position, please email resumes, cover letter, and three professional references to bailey@mimaritime.org. No calls please.