



Job Description

Job Title: Executive Assistant

Salary: \$ 35,000 annually

Hours: Monday - Friday, 9:00 AM - 4:00 PM, weekends may occasionally be required

Status: Non-Exempt

Location: Start as in-person, potential for partial remote after 12 weeks probationary period.

Our Mission: As an advocate for the community, the Michigan Street African American Heritage Corridor Commission (MSAAHCC) endeavors to integrate the African American cultural significance and impact on Buffalo's history through public engagement, community education that will invigorate, inspire, and enliven cultural appreciation, preservation and community development.

Background: The Michigan Street African American Heritage Corridor Commission (MSAAHCC) was founded in 2007 by a piece of NYS Legislation to create a historic preservation area on Buffalo's east side. The historic area directly corresponds with the Commission's 4 core "Cultural Anchors." The Anchors are key to the Commission's success and mission. The Anchors are: The Michigan Street Baptist Church, the Nash House Museum, the Historic Colored Musicians Club, and WUFO Black History Radio Collective. The MSAAHCC provides an administrative support system for the Anchors.

The MSAAHCC serves as the connector of the past, present and the future for the historic neighborhoods within the Corridor. This role will support our efforts to promote the past by working closely with the Anchors to highlight the stories of the history makers who lived here.

Job Summary: We are looking for a responsible Executive Assistant to organize our company's day-to-day operations. The successful candidate will be to provide clerical support to our Executive Director and Program Director to coordinate all daily administrative activities. The Executive Assistant should be highly organized and able to multitask with ease.

The Executive Assistant will also work closely with our CPA to ensure bookkeeping is accurate. Our ideal candidate has experience as an Office Administrator, Secretary, or relevant administrative role. Familiarity with office software (e.g., MS Office & Google Suite), including word processors, spreadsheets, and presentations is required.

Responsibilities Will Include:

- Book meetings (in-person and virtual)
- Maintain Executive Director's calendar
- Maintain internal databases
- Track donations
- Submit expense reports
- Keep employee records (physical and digital)
- Maintain a filing system for data on customers and external partners
- Distribute incoming and outgoing mail



- Work with CPA to submit invoices and receipts for bookkeeping
- Prepare regular reports and presentations
- Organize, store and print Commission documents as needed
- Answer and redirect phone calls for both the Commission and Cultural Anchors
- Make travel arrangements
- Handle queries from managers and employees
- Maintain a current inventory of supplies and equipment and order new supplies as needed.
- Other duties as assigned

Requirements:

- Proven 2 years experience as an Administrative Assistant or relevant role
- Experience with bookkeeping, accounts receivable, accounts payable and Quickbooks
- Familiarity with office equipment, including printers and projectors
- Knowledge of office policies and procedures
- Experience with office management tools (MS Office software & Google Suite, in particular)
- Excellent organizational and time-management skills
- Strong written and oral communication skills
- Self-motivated individual and a strong team player
- Problem-solving attitude with an eye for detail
- High school diploma is required; additional qualifications as an Office Administrator

To apply for this position, please submit your resume, cover letter, and 2 references to talford@michiganstreetbuffalo.org. The subject line should read EXECUTIVE ASSISTANT APPLICATION.