

Museum for Art in Wood

Work Location: 141 N. 3rd Street, Old City, Philadelphia, PA

141 N. 3rd St.

Philadelphia PA 19106

www.MuseumForArtinWood.org

Position opening: Administrator

Schedule: Part-time position

Position Overview

We are seeking a reliable, organized, and detail-oriented Part-Time Administrator to support day-to-day office operations. The successful candidate will provide administrative, clerical, and coordination support to help ensure the smooth running of the organization. This role is ideal for someone who is proactive, professional, trustworthy, comfortable managing multiple tasks, and able to work independently within a part-time schedule.

Key Responsibilities

- Provide general administrative and clerical support to staff or departments as required.
- Answer and direct phone calls, emails, and general inquiries in a professional and timely manner.
- Maintain calendars, schedule meetings, and assist with appointment coordination.
- Prepare, edit, and organize documents, reports, correspondence, and basic presentations.
- Maintain accurate electronic and paper filing systems.
- Update spreadsheets, databases, contact lists, and internal records.
- Process incoming and outgoing mail, deliveries, and office correspondence.
- Order and monitor office supplies and liaise with vendors when needed.
- Support basic bookkeeping, invoice processing, departmental expense tracking, AR/AP processes, and data entry as assigned.
- Assist with meeting preparation, event coordination, and follow-up tasks.
- Handle confidential information with discretion and professionalism.

Required Qualifications

- Previous experience in an administrative, office support, receptionist, or clerical role preferred.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.

- Proficiency with QuickBooks, Excel, Outlook, CRM platforms, and general office technology.
- Ability to prioritize tasks and work accurately with attention to detail.
- Professional, courteous, and dependable approach to work.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- High school diploma or equivalent required; additional administrative training is a plus.

Preferred Skills

- Experience using Microsoft 365, SharePoint, or similar collaboration tools.
- Basic bookkeeping or expense reporting experience.
- Customer service or front-desk experience.
- Ability to assist multiple team members or departments with administrative support.
- Adept at learning new systems and improving administrative processes.

Schedule and Work Arrangement

This is a part-time position. Expected hours are approximately 10 hours per week, with a schedule of Monday - Friday. This is an on-site position.

Compensation

Compensation is \$20 an hour, commensurate with experience and qualifications. This position is classified as a non-exempt hourly position.

The Museum for Art in Wood is an Equal Opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Employment decisions are made without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, veteran status, or any other status protected by federal, state, or local law.

How to Apply

Interested candidates should submit a resume and brief cover letter to

HR@museumforartinwood.org; please include "Administrator" in the subject line. Applications will be reviewed on a rolling basis until filled.