



**National
Nordic
Museum**

2655 NW Market St
Seattle, WA 98107

nordicmuseum.org

Job Posting

Executive Administrator and Board Liaison

Reports to: CEO

Department: Executive

Status: Part-time, non-exempt

Compensation: \$30 per hour

Schedule: Flexible part-time schedule averaging 24 hours per week; must be flexible to include some evening and weekend meetings and events.

Location: On-site

Benefits: The benefits package for this role includes paid sick leave, vacation, and holidays; access to our 403(b)-retirement plan; unlimited Orca card; and exclusive Museum discounts.

Date Posted: 09/25/2025

Position Overview:

Working under the direction of the Director/CEO, the Board Liaison and Executive Coordinator serves as the administrative and communication liaison to the Board of Trustees and provides limited administrative support to the Director/CEO and other senior staff.

Essential Job Functions:

Board of Trustees

- Organize board and committee meetings and events (virtual/hybrid, and in-person); reserve and set up meeting space, set up and trouble-shoot virtual meeting platform; record, and facilitate online group sessions as needed.
- Produce board and committee meeting packets and distribute to appropriate audiences.
- Record meeting minutes; transcribe drafts (using AI) and final documents; address follow up and action items.
- Manage effective Board communications; liaise with Board and committee leadership regularly.
- Generate and maintain Board records and information, including meeting materials, rosters, evaluations, manuals, schedules, and other documentation.

Executive Administration



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- Assist in managing CEO's calendar; provide limited support with other administrative tasks.
- Organize limited national and international travel arrangements and itineraries.
- Track and document expenses and reimbursements.
- Schedule and coordinate management and all-staff meetings and events; coordinate and draft agendas.

Knowledge, Skills, and Abilities:

- Well-developed skills in general office software and ability to troubleshoot technical issues in an office setting.
- Well-developed organizational skills and file keeping.
- Excellent communication, listening and interpersonal skills.
- Exercises discretion and maintains confidentiality with sensitive issues and information.

Requirements:

- 3-5 years relevant experience
- Flexible schedule to accommodate occasional evening and weekend meetings and events.
- Proficient in PC Platform; MS 0365 applications including Outlook, Teams, Word, Excel, and PowerPoint; virtual meeting software, collaboration, planning and task management tools; familiarity with Slack useful.
- Ability to lift 20lbs.
- Ability to be seated/standing for extended periods.

NOTE: This job description is not intended to be all-inclusive. All employees are expected to perform other duties to meet the organization's ongoing needs.

To Apply: Please e-mail letter of interest and resume to: hr@nordicmuseum.org with "Executive Administrator Application" in the subject line. Incomplete submissions will not be considered. No phone calls please. Position open until filled.

Masked Hiring Policy: In an effort to reduce unintended biases, an attempt will be made to mask all candidates' identities and demographic details during the initial screening process. We ask candidates not to include photos or other unnecessary personal details in their submissions.

About the Museum



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Founded in 1979, the National Nordic Museum (NNM) is the only institution of its size and scale in the United States to present the history and culture of the entire Nordic region (Denmark, Finland, Iceland, Norway, Sweden, the regions of the Faroe Islands, Greenland, and Åland, and the cultural region of Sápmi) and the legacy of Nordic immigrants to the United States. Additionally, the Museum features exhibitions ranging from historical examinations of African Americans who migrated to Nordic countries in the 20th century, to contemporary immersive installations by artists such as Jónsi.

Located along Seattle's working waterfront in an iconic building that embodies Nordic design, the institution is both a museum and a community gathering place.

Our Mission

The NNM shares Nordic culture, values, and ideas with all people to inspire new futures.

Our Vision

We inspire people to create a more vibrant, more just, more sustainable world.

Our Values

- **Openness:** Foster trust and tolerance, and support everyone's right to express their opinions.
- **Sustainability:** Embrace a connection to nature and employ responsible practices that demonstrate respect for our environment.
- **Social Justice:** Exhibit compassion, respect others, and manifest a conviction for the equal value of all people.
- **Innovation:** Encourage creativity, resourcefulness, and new ways of thinking.

Equal Opportunities for All

The National Nordic Museum provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.