



Museum Internship – administrative assistant

Job Title: Administrative Assistant Intern

Contact Information:

Lyn Berner, Director of Administration
New Mexico Holocaust Museum & Gellert Center for Education
Mailing address: PO Box 1762, Albuquerque NM 87103-1762
Location: 616 Central Avenue SW, Albuquerque NM 87102
Phone: (505) 247-0606
Email: lberner@nmholocaustmuseum.org
website: www.nmholocaustmuseum.org

To apply, submit cover letter and résumé by mail, email or in person.

Expectations:

- Conduct oneself in a professional manner
- Arrive on time on scheduled days or give appropriate notice when unable
- Meet deadlines and follow through with all commitments and tasks
- Ask for clarification and help when needed
- Create, in concert with supervisor, a flexible work schedule so that university requirements are met
- Demonstrate a willingness to learn about the Holocaust, other genocides, and issues of discrimination, social injustice, and human rights.

Projects: Our goal is to provide the administrative assistant intern with meaningful learning experiences.

- Facilities management
- Educational programming and outreach
- Volunteer recruitment and management
- Publicity and marketing especially through social media
- Finances and grant writing