



ALBACORE PARK

National Historic Landmark site

569 Submarine Way, Portsmouth, NH 03801

603-436-3680 | www.ussalbacore.org

Administrative Assistant, Albacore Park Portsmouth, NH

Hourly Rate: \$20.00/hour

Hours per Week: 30-40

Start Date: February 2026

Position Overview:

The Administrative Assistant reports to the Executive Director and plays a key role in supporting the mission, daily operations, and public-facing activities of the organization, including its museum functions. This position provides administrative, organizational, and customer service support across departments to ensure efficient internal operations and positive experiences for members, donors, visitors, researchers, and community partners.

The Administrative Assistant supports staff, programs, exhibits, events, grant activities, and communications while upholding the organization's commitment to community engagement, education, and preservation. This role also assists with administrative tasks related to museum collections, exhibitions, visitor services, and grant preparation and reporting.

This position is ideal for a detail-oriented, service-focused professional who thrives in a collaborative, mission-driven nonprofit and museum environment.

Key Responsibilities:

Administrative & Office Support

- Provide general administrative support to leadership and staff, including managing correspondence, calendars, records, and filing systems.
- Create, organize, and maintain documents, spreadsheets, reports, and shared resources using MS Office, Google Drive, and other business software.
- Maintain accurate physical and digital records related to memberships, donations, grants, events, exhibitions, volunteers, collections, and vendors.
- Order office, program, and museum-related supplies and coordinate with vendors and service providers as needed.
- Uphold confidentiality, professionalism, and ethical standards in all administrative and constituent-facing activities.

Customer Service & Public Engagement

- Serve as a welcoming point of contact for members, donors, visitors, researchers, and community partners in person, by phone, and via email.
- Support front-facing operations and assist with visitor services to ensure positive experiences.

Events, Exhibits & Programs

- Assist with coordination of events, exhibitions, and programs, including scheduling, registrations, logistics, volunteer coordination, materials preparation, and on-site support.

- Provide administrative support for museum operations, including exhibitions, collections documentation, educational materials, tours, programs, and research requests.

Development, Grants & Communications

- Support membership and donor engagement efforts, including recordkeeping, acknowledgements, renewals, and communications.
- Assist with grant-related activities such as gathering data, organizing attachments, tracking deadlines, maintaining grant calendars, and supporting grant reports as directed.
- Assist with social media and digital communications by scheduling posts, sharing updates, and responding to general inquiries as directed.

Other Duties

- Perform other administrative tasks as assigned to support organizational operations and mission delivery.
- Must be comfortable inside a 206' submarine (NOTE: Submarine is located in a dry basin and not in the water)
- A willingness to learn about maritime history

Physical Requirements

- Able to lift 25 pounds;
- Able to stand for long periods of time indoors or outdoors;
- Able to lift legs over 18 inches to climb through submarine door hatches.

Requirements of all Albacore Park Staff:

Albacore Park is an equal opportunity employer committed to a diverse and inclusive workplace. All employees are expected to conduct museum-related activities in accordance with our organization's mission, as well as with applicable local, state, and federal laws.

About Albacore Park:

Albacore Park is a non-profit organization, operating under the Portsmouth Submarine & Maritime Association, whose mission is to honor, interpret and educate about the *USS Albacore*, the maritime heritage of the New England Seacoast region, and the U.S. submarine service.

Collaboration & Team Support:

- **Executive Director:** Provide administrative and logistical support, including scheduling, correspondence, meeting preparation, board-related assistance, and support for grant development and reporting.
- **Marketing & Development:** Assist with membership tracking, donor and grant acknowledgements, grant documentation, social media scheduling, event logistics, and preparation of promotional and fundraising materials.
- **Education, Programs & Museum Services:** Support scheduling, participant and visitor communications, materials preparation, and administrative assistance for educational programming and museum operations.
- **Operations & Visitor Services:** Collaborate to support front-of-house operations, exhibit and event setup, and coordination with visitors, members, donors, researchers, and volunteers.

Ideal Candidate:

The ideal candidate is organized, adaptable, and service-oriented, with a strong interest in nonprofit, museum, or cultural work.

Qualifications & Skills

- Proficiency in **MS Office, Google Drive, and other business software** to create, organize, and maintain documents, spreadsheets, reports, and shared resources.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to manage multiple tasks, prioritize effectively, and meet deadlines.
- Comfortable working both independently and collaboratively in a mission-driven environment.
- Experience with customer service or public-facing roles preferred.
- **Grant writing or grant administration experience is a plus, but not required.**

How to apply:

Interested candidates are encouraged to apply by e-mailing a brief cover letter and resume to **albacorepark@gmail.com**