

## **SECURITY & EVENTS ASSISTANT (Part Time) – Job # NAAM007**

**Reports to:** Office Manager  
**Schedule:** Full Time  
**Location:** Seattle, WA

### **About the Role**

The Northwest African American Museum seeks a responsible and attentive Security & Events Assistant to ensure the safety and security of visitors, staff, volunteers, property, and grounds. He/She will be people-centered and team-oriented with strong interpersonal communication skills, exemplary customer service, and a hands-on positive attitude.

### **What You Will Do**

#### Security/Event Support (60%)

- Patrol assigned areas to ensure safety of visitors, staff, volunteers, property, and grounds according to museum policies and procedures.
- Respond to and investigate calls and incidents, observed or dispatched, in a respectful, fair, and consistent manner.
- Respond to and investigate all matters of security including violations of museum policies and procedures.
- Provide event support including; event set up and policing.

#### Janitorial, Grounds and Organization (40%)

- Tidy up public restrooms, hallways and galleries on a scheduled basis and as needed.
- Maintain NAAM grounds for cleanliness and pristine condition according to maintenance best practices.

### **What You Will Bring**

- Proven experience in providing excellence in security services.
- A sense of service, leadership, humility, and a passion for people.
- Ability to multitask in a fast-paced environment.
- Positive attitude, versatility, collaborative spirit.
- Excellent verbal and written communication skills.
- Flexibility.
- Availability to work evenings and weekends

### **What Makes You Qualified**

- Must be 18 years of age or older at the date of hire.
- Able to perform walking and static patrols; walking includes stairs and ramps.
- Able to lift at least 25 lbs.

- High school diploma or equivalent.
- Able to work a variety of shifts, including weekends and holidays.
- Ability to write complete reports outlining the circumstances of incidents encountered on duty.
- Demonstrated good verbal and written communication skills.
- Ability to work all museum events as assigned.
- Ability to successfully pass a background inquiry.
- Two or more years of security experience in corporate security or public safety.
- Previous military or law enforcement experience (preferred).
- Demonstrated exceptional interpersonal skills.
- Proven success to deescalate confrontational situations using verbal skills.
- Demonstrated ability to work within crowds of people and remain composed.

**Application period for this vacancy:** June 1 - 30, 2019

To apply for this opportunity, submit your resume, salary expectations and a cover letter detailing why you are the ideal person for this role to: [HR@naamnw.org](mailto:HR@naamnw.org).

Not for you? Check out these other opportunities: [Grants Writer & Development Officer](#) | [Executive Assistant & Office Manager](#) | [Guest Services Officer](#) | [Programs & Community Engagement Manager](#) | [Development Director](#) | [Marketing, Sales, & Communications Coordinator](#)

### **Equal Opportunity Employer**

The Northwest African American 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.