

## **Part-Time Research Assistant (Seasonal)**

**Status: Part-time, non-exempt, 14-21 hours/week**

**Reports to: Director, American Family Immigration History Center**

The Statue of Liberty-Ellis Island Foundation seeks a seasonal, part-time Research Assistant for the American Family Immigration History Center (AFIHC) on Ellis Island.

AFIHC is located within the National Museum of Immigration on Ellis Island. Visitors to the Center, which is run by the Foundation, can access an awe-inspiring 65-million-record database to find family members and notable historic figures who came through the Port of New York from every part of the globe. Visitors can purchase archival prints of ship manifests and other materials. AFIHC staff provide customer service, research assistance, and sales help to tens of thousands of Ellis visitors from all over the world. The part-time Research Assistant will join a team that is passionate about history and genealogy and will help support the Foundation's work to tell the multifaceted and diverse stories of the Statue, Ellis Island, immigration, and freedom.

### **Scope of Responsibilities:**

The Research Assistant's role is to guide the visitor, either on Ellis Island or on the Foundation's website, in their search of immigrant records as well as assist in processing any associated documents, donations, or other purchases. This position is seasonal, typically spring through fall or as needed.

### **Responsibilities:**

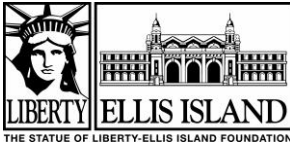
- Provide outstanding customer service in response to questions from visitors.
- Operate the Point-of-Sale system to fulfill visitors' orders.
- Assist visitors with conducting passenger record searches.
- Conduct research on family immigration history, as assigned.
- Update CRM database to accurately keep a record of communication with visitors, members, and donors, including information returned from receipt mailings.
- Answer inquiries from a diverse audience.

### **Requirements:**

- Bachelor's degree or equivalent related work experience required.
- One to two years of directly-related, progressively responsible experience in non-profit work, museums, call centers, and/or revenue operations desired.
- Highly proficient with Microsoft Office programs such as Word, Excel and Outlook

### **Skills preferred:**

- Excellent verbal and written communication skills.
- Customer service experience and mindset.
- Demonstrated ability to multi-task. Detail oriented and organized.
- Passionate about the Foundation's mission and the areas of immigration, history, genealogy, historic preservation, and parks.
- Experience with customer databases, point-of-sale systems, and/or genealogical research. Work experience in non-profit work, museums, and/or gift shops, a plus.
- Bilingual or multi-lingual, especially Spanish, a plus.



### Logistics

- This position pays \$17.00-\$19.50/hour for 14-21 hours/week.
- This is a part-time position. Days and hours of work are dependent on location and season.
- Weekends are required.
- The position requires the ability to stand for long periods of time.
- This job operates either with the public at the Ellis Island Immigration Museum or in a professional office environment.
- This position requires the employee to travel between the Manhattan office and 2 museum sites (Liberty and Ellis Island). Ferry transportation is provided by the Foundation.

### Application process

- Please email one-page cover letter and resume to [careers@libertyellisfoundation.org](mailto:careers@libertyellisfoundation.org) with the job title in the subject line. Each file name should begin with the applicant's last name.
- No phone calls, please.

### About The Statue of Liberty-Ellis Island Foundation ([www.LibertyEllisFoundation.org](http://www.LibertyEllisFoundation.org))

The Statue of Liberty-Ellis Island Foundation is a non-profit that collaborates with the National Park Service in one of America's most successful public-private partnerships. In 1982, President Ronald Reagan asked Lee Iacocca to raise private funds for the historic restoration of the Statue of Liberty and Ellis Island. The Foundation has since created the Ellis Island National Museum of Immigration, developed the free 65-million-record Ellis Island Passenger Database, constructed the Statue of Liberty Museum, maintained museum exhibits, and funded over 200 additional projects on the islands. Follow the Foundation @StatueEllisFdn

*The Statue of Liberty-Ellis Island Foundation is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.*