



Statue of Liberty
& Ellis Island
FOUNDATION

Part-Time Research Assistant (Seasonal)

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

Reports to: Director, Records Discovery Center

Overview

The Statue of Liberty & Ellis Island Foundation seeks a seasonal, part-time Research Assistant for the Records Discovery Center (RDC) on Ellis Island.

The RDC 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 Arrival Records Collection to find family members and notable historic figures who arrived in the United States from every part of the globe. Visitors can purchase archival prints of ship manifests and other interpretive offerings. RDC 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.

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 the 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.

Qualifications:

- 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.

Compensation, Benefits and Logistics

- This is a part-time, non-exempt position.
- This position pays \$18.50-\$20.00/hour for 14-21 hours/week.
- Weekends are required. Days and hours of work are dependent on location and season.
- 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 occasionally 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 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)

The Statue of Liberty & Ellis Island Foundation is the 501(c)(3) nonprofit that preserves, restores, and honors the Statue of Liberty and Ellis Island, collaborating with the National Park Service in one of the country's most successful public-private partnerships. In 1982, President Ronald Reagan called for the Foundation to lead a private-sector effort for the centennial restorations of the historic monuments. The Foundation's efforts have also included the construction of the Statue of Liberty Museum, the development of the free Arrival Records Collection database, and now a multi-year project to revitalize the Ellis Island museum. Every year, the Foundation connects millions of visitors to these American icons through the family history center on Ellis Island, the audio tours, and the interactive museum exhibits.

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.